



2004–2005 BUDGET

CITY OFFICIALS

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Vice President

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Benjamin L. Douglas (Northeast District)

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Deputy Mayor

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Budget Director

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William M. Ouzer

Carmen Socorro Salomé

Donna Turner

Suzanne P. Warren

Annella Willson

BUDGET AT A GLANCE

	Amended Budget 2003-04	Approved Budget <u>2004-05</u>	Dollar Change	Percent <u>Change</u>
BUDGET	\$362,738,100	\$387,068,000	\$24,329,900	6.71%
PROPERTY TAX LEVY (Before STAR)	\$148,098,300	\$149,579,300	\$1,481,000	1.00%
TYPICAL HOMESTEAD BURDEN*				
Property Tax	\$1,161.69	\$1,217.26	\$55.57	4.78%
Service Charges	<u>\$666.36</u>	<u>\$703.96</u>	<u>\$37.60</u>	5.64%
Subtotal	\$1,828.05	\$1,921.22	\$93.17	5.10%
Less savings from BASIC STAR**	<u>\$425.32</u>	<u>\$404.61</u>	<u>\$-20.71</u>	-4.87%
Total	\$1,402.73	\$1,516.61	\$113.88	8.12%
TYPICAL NON-HOMESTEAD BURDEN***				
Property Tax	\$10,753.96	\$10,581.58	\$-172.38	-1.60%
Local Works Charge	<u>\$520.50</u>	<u>\$541.50</u>	<u>\$21.00</u>	4.03%
Total	\$11,274.46	\$11,123.08	\$-151.38	-1.34%
PROPERTY TAX RATES (PER \$1,000)				
Homestead	\$21.16	\$20.12	\$-1.04	-4.91%
Non-Homestead	\$46.94	\$44.32	\$-2.62	-5.58%
TYPICAL HOMESTEAD SERVICE CHARGES				
Water	\$257.56	\$257.56	\$0.00	0.00%
Refuse	\$270.00	\$302.00	\$32.00	11.85%
Local Works	<u>\$138.80</u>	<u>\$144.40</u>	<u>\$5.60</u>	4.03%
	\$666.36	\$703.96	\$37.60	5.64%

*Based on a typical house assessed at \$60,500 with 40' front footage and using 80,000 gallons of water annually. Assessment was \$54,900 in 2003-04.

**Basic STAR Exemption is \$20,100 in 2004-05.

***Based on a business assessed at \$238,700 with 150' front footage. Assessment was \$229,100 in 2003-04.

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READER'S GUIDE

Budget Process

This budget is for the City's 2004-05 fiscal year, which begins on July 1, 2004 and closes on June 30, 2005. The process and content requirements of the annual budget are stipulated in Section 3-9 of the City Charter. Consistent with these requirements, the Mayor prepares a proposed budget. Detailed budget requests are made by each department, reviewed and analyzed by the Bureau of Budget and Efficiency, modified as necessary, and approved by the Mayor.

The Mayor's proposed budget is considered by the City Council, and at least one public hearing is scheduled. The City Council may adopt the budget as proposed by the Mayor or may modify it. If the City Council's action on the budget contains no additions, the budget is adopted without further action. Reductions to the proposed budget do not require the approval of the Mayor. If City Council's action includes any additions, the budget must be presented to the Mayor by June 20. The Mayor may accept or reject any additions. If the Mayor accepts the additions, the budget is adopted without further action. If the Mayor rejects any additions, he must inform the City Council of the items rejected with his reasons and return the budget to the Council by June 25. The City Council may then reconsider the budget and, by June 30, may revise its actions in conformity with the Mayor's objections or may, upon a two-thirds vote, override the Mayor's objections. If City Council does not, by June 30, adopt a budget according to these procedures, the budget as submitted by the Mayor plus any City Council additions not objected to by the Mayor will be the budget for the ensuing year.

Scope of the Budget

The budget contains most of the ongoing operations of the City of Rochester. Certain programs are not included:

City School District. A summary of the proposed City School District budget is included (Tab 17). The complete text of the School budget is included in a separate document.

Federal Programs. The administrative costs and certain program expenses are included. However, most program expenditures from the Consolidated Plan, Law Enforcement Block Grant (LEBG), and Enterprise Community Zone (ECZ) are not included. Appropriations from these programs are made during the year.

Capital Programs. The budget includes two types of capital expenditures: Cash Capital, the direct outlay for capital purposes, and Debt Service, the repayment of principal and interest on previously authorized borrowing. Not included is the appropriation of the proceeds from note and bond sales that may occur during the year. These will be appropriated individually during the year, and their repayment will be included in future budgets as Debt Service. The Capital Improvement Program (CIP) section in the Budget document details all expected capital program expenditures for 2004-05, and each of the subsequent four years.

Trust and Agency Funds. On occasion, the City receives income that is to be used for restricted purposes. An example is the income in the Fund for the City's Future, which is restricted to the promotion of City tourism, living, and marketing. Such funds are not included in the budget; their use requires City Council appropriation during the year.

Budget Format - Organization

The budget is organized into five presentations:

1. The Mayor's Message
2. City Council Report (in Approved Budget only)
3. Summary (Tab 1)
4. Departmental Sections (Tabs 2-15)
5. Informational Sections (Tabs 16-17 & Index)

The departmental sections are indicated by white tabs with the name of each department.

Budget Format - Departmental Sections

Each departmental section contains a Department Summary that includes organization, program, and financial data relating to the total department. Major changes from the prior year are highlighted. In addition, for each major function within a department, there are three detailed presentations:

1. *Programs*, which provides information for each activity, including descriptions, performance indicators, and any program change from the prior year.
2. *Expenditures and Employee Years*, which contains current and historical expenditure and personnel data. The expenditure data are presented in two ways — by major object (or type) of expense and by activity.
3. *Personnel*, which includes a calculation of employee years and a detailed listing of all full time position titles and pay brackets. The employee year calculations on this page produce the totals listed on the Expenditure and Employee Year pages.

In the Undistributed Expenses (Tab 13), Contingency (Tab 14) and Capital (Tab 15) sections, no personnel data are provided, as no staff are assigned.

Within the title of most Activity sections of each departmental section will be found a caption that correlates to the Rochester 2010 - The Renaissance Plan campaign with which the activity is most closely aligned. (See p. x for a summary of the eleven campaigns.) Activities providing basic administrative infrastructure and certain other Activities are not allocated to campaigns.

Budget Format Year-to-Year Comparisons

The year-to-year comparison for each bureau or division calculates the increase or decrease in the budget and employee years for that unit. An analysis of the change in the budget is included. The total change is the sum of the change noted in each of six categories. The categories are:

1. *Salary and Wage Adjustment*, which accounts for all routine changes in personnel compensation. This includes contract settlements, step and merit advancements, upgrades and downgrades of positions, and turnover that replaces higher compensated employees with lower compensated ones within the same pay brackets.
2. *General Inflation*, which accounts for increases in the cost of goods and services attributed to inflation.
3. *Chargebacks*, which accounts for the year to year change in charges for services provided to the activity by other units of City government. These services are duplicating, postage, motor equipment fuel and service, telephone service, workers' compensation, water, refuse collection, and geographic information system.
4. *Vacancy Allowance*, which accounts for the year to year change in the assumption of the vacancy allowance. This allowance is the difference between the actual expenditure requirements for personnel and that required if all positions were filled at all times.
5. *Miscellaneous*, which accounts for minor changes not accounted for by any of the other categories.
6. *Major Change*, which accounts for significant budget variances. If there are any major changes, a narrative explanation follows immediately.

Program changes, if any, are detailed in the activity presentations.

Basis of Accounting

The accounting policies of the City of Rochester conform to generally accepted accounting principles. The basis of accounting is the modified accrual method, in which revenues are recognized in the period in which they become available and measurable, and expenditures are recognized at the time a liability is incurred, except principal and interest on long-term debt and pension liability, which are recorded when due. The exception to this basis is for the Enterprise Funds that are on an accrual basis, in which revenues are recognized when earned, and expenditures are recognized when incurred.

The accounts of the City are organized into various funds, each of which is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts.

Glossary

Activity The most basic level of presentation in the budget. Each major function is divided into activities, for which budgetary, personnel, and narrative information is provided.

Adopted Budget The annual operating budget plan for the upcoming fiscal year approved by City Council according to the City Charter.

Appropriation An authorization to expend funds for stated purposes.

Assessed Value The value assigned for property tax purposes to each property within the City. Rochester utilizes a full value system; thus, it is the objective to assess all property at 100 percent of full market value.

Assessed Value Tax Rate The amount of tax levied for each \$1,000 of assessed valuation.

Bond Anticipation Note A note that may be redeemed with the proceeds from the future sale of a serial bond. A note is a short term borrowing instrument, usually requiring repayment within one year of issuance.

Budget Amendment A formal action by the City Council to adjust the budget after adoption. These amendments generally take two forms: the

transfer of an appropriation from one departmental budget to another, or the appropriation of new sources of revenue to support a new expense. A budget amendment may, on occasion, reduce revenue and expense.

Capital Improvement Program (CIP)

The five-year spending plan for major improvements and construction projects. It provides detail by functional area, funding source, and year.

Cash Capital The direct outlay for capital items, most typically equipment purchases, street improvements, and building renovations. The Cash Capital appropriation is a direct outlay because the City does not borrow for these expenditures. The Cash Capital appropriation is contained in the Capital Expense Summary.

Chargeback A charge from one department to another for services rendered, e.g., telephone service.

Constitutional Debt Limit Limits on the amount of debt that a municipality can incur. Article VIII of the New York State Constitution imposes on Rochester a limit of 9 percent of the most recent five-year average of full valuation of taxable real estate for capital purposes.

Constitutional Tax Limit Limits on the amount of money that a municipality can raise through real estate taxes. Article VIII of the New York State Constitution imposes on Rochester a limit of 2 percent of the most recent five-year average of full valuation of taxable real estate.

Contingency A budgeted reserve fund for unforeseen or unmeasurable expenditures not otherwise budgeted.

Debt Service The repayment of debt, including interest payments and installments on the principal. The debt service appropriation is contained in the Capital Expense Summary.

Directly Applicable Revenue Revenues that are generated because of the efforts of an organizational unit for a given function.

Employee Benefits The direct expenditures, other than salary and wages, associated with employee compensation. In the budget, the employee benefit appropriations are included in the Undistributed Expense budget, but are allocated for information purposes to each major function. These include retirement, Social Security, medical and

dental, workers' compensation, and life insurance benefits. All other employee compensation costs are included in the departmental budgets.

Employee Years An approximation of employee resources stated as an equivalent number of full time positions. Each full time position is counted as one employee year, while overtime hours and part time, temporary, and seasonal positions are approximated as partial employee years. The vacancy allowance (see below) is also stated as an equivalent number of full time positions, and is subtracted in approximating net employee years for an activity.

Enterprise Fund Enterprise funds are fiscal and accounting entities that account for certain services and programs that operate as separate businesses. Expenditures for these operations are supported by revenues generated by the activities (e.g., fees for service) or dedicated under law for those specific operations. This Budget includes the following Enterprise Funds: Water, War Memorial, Parking, Cemetery, Public Market, Refuse, and Local Works.

Fund A fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources, with related expenses and other obligations. The budget contains ten funds that are explained and accounted for in the Summary (Tab 1).

Fund Balance In fund accounting, Fund Balance equals Assets minus Liabilities.

General Fund The principal operating fund of the City, accounting for all financial resources not recorded in other funds.

Homestead One of two classifications of property owners authorized for property taxation under the New York State law applicable to Rochester. The Homestead class includes all one, two, and three family residential real property, including dwellings used in part for non-residential purposes but used primarily for residential purposes. The other classification is the Non-Homestead class.

Interfund Revenue Income generated through a transaction between or among funds. Interfund revenues are offset by expenses or obligations recorded in other funds.

Intrafund Credit A transaction between or among appropriations within the same fund. In this

budget, intrafund credits reflect chargebacks for services. The costs of these services (motor equipment, telephones, etc.) are included in the unit providing the service, and also the unit receiving the service. To offset this double recording of cost, the service provider unit records a credit (or reduction of expense) when the service charge is processed.

Major Functions The subdivision of a departmental budget. Major functions are Bureaus, Divisions, Offices, or other organizational units.

Major Objects The basic types of expenses incurred by an organizational unit categorized as Personnel, Materials & Supplies, Services, and Other expenses.

Morin-Ryan The sales tax distribution formula, which took effect in 1985-86, divides the first three percent of the local share of the sales tax.

Non-Homestead One of two classifications of property owners authorized for property taxation under the New York State Law applicable to Rochester. The Non-Homestead class includes all properties other than one, two, and three family residential properties. The other classification is the Homestead class.

Overtime Employee Years See Employee Years.

Part Time, Temporary, Seasonal Used on the Personnel Summary page to show the approximation of Part Time, Temporary, and Seasonal employees in terms of Employee Years. Part Time employees work less than a regular work week schedule on a year round basis. Temporary employees work regular work week hours, but for a fixed duration (usually not to exceed eighteen months). Seasonal employees work at certain times during the year (e.g., during the Summer) on schedules determined by the nature of the jobs that they are performing.

Performance Indicator Measures of performance for the activities in which they are listed. Four types of measures are used: Demand, which measures the total need for a service, regardless of whether the need can be met within the activity's budget; Workload, which measures the response of the activity to the demand; Efficiency, which measures the workload response relative to available resources; and Results, which measure the impact of services provided. Because of measurement difficulties, not all activities contain indicators in all categories.

Property Tax Levy The total amount of property tax to be assessed on taxpayers. The property tax levy differs from property tax revenue in that the levy includes all amounts due, regardless of whether they are collected

Property Tax Rate The rate used to determine the property tax bill of individual taxpayers. The rate is expressed as a dollar amount to be charged for each \$1,000 of assessed property value. A separate tax rate is applied to each of two classes of property owners, Homestead and Non-Homestead

Property Tax Reserve The portion of the property tax levy that is estimated to be uncollected during the fiscal year and remains uncollected after sixty days from the close of the fiscal year.

Property Tax Revenue The amount of money raised by the property tax. Due to nonpayments, the actual collection is less than the total levy.

Proposed Budget The budget plan for the upcoming fiscal year recommended by the Mayor to City Council for its formal approval. The budget is "proposed" until it is formally "approved" by City Council.

Rochester 2010 – The Renaissance Plan (also R2010 or The Renaissance Plan)

The official comprehensive plan of the City of Rochester. This plan, the product of intensive input from thousands of City and area citizens, sets forth a ten-year agenda for the City. Founded upon the themes of Responsibility, Opportunity, and Community, the Plan consists of eleven campaigns addressing key areas of concern and opportunity (see p. x). Funding allocation decisions within this budget and the City's Capital Improvement Program are made to ensure consistency with and progress toward the goals and objectives of the eleven campaigns.

Sales Tax A tax as a percentage of most retail sales is levied by New York State and Monroe County. The City receives a portion of the proceeds under agreements with Monroe County.

Serial Bonds A long-term borrowing instrument that requires a series of repayments to be made over a multi-year period. The repayments made include principal installments and associated interest expense.

Special Fund Special funds are fiscal and accounting entities that state law restricts for specific purposes. This Budget includes the following Special Funds: Animal Control and Library.

STAR The New York State School Tax Relief Program providing homeowners relief from school property tax through two levels of exemptions. (See Summary, STAR section for details).

Vacancy Allowance The difference between actual expenditure requirements for personnel resources and that which would be required if all positions were filled at all times. The vacancy allowance accounts for position vacancies that occur as a result of routine employee turnover as well as those that may be deliberately maintained.

R2010 CAMPAIGNS

The Renaissance Plan is founded on three themes:

Responsibility — strengthening or community through citizen involvement and responsibility to serving the common good.

Opportunity — embracing creativity, inventiveness, and vision to provide economic stability, cultural resources, and social diversity.

Community — developing neighborhoods that are diverse, cooperative, and future-oriented to help improve the quality of life.

From these themes emerged eleven campaigns:

#1 – INVOLVED CITIZENS

Encouraging citizens to actively participate in shaping their community.

#2 – EDUCATIONAL EXCELLENCE

Providing progressive, safe public education with an emphasis on lifelong learning and workforce preparation.

#3 – HEALTH, SAFETY, & RESPONSIBILITY

Working with public health and safety organizations; encouraging citizens to improve the welfare of themselves and those around them.

#4 – ENVIRONMENTAL STEWARDSHIP

Protecting parks, landscapes, and wetlands for future generations, and encouraging sound environmental practices.

#5 – REGIONAL PARTNERSHIPS

Fostering an open exchange of ideas and resources among Rochester and other regional governments.

#6 – ECONOMIC VITALITY

Developing an environment in which business flourishes, jobs are plentiful, and technological innovation is encouraged.

#7 – QUALITY SERVICES

Making public services affordable, reliable, and accountable, and encouraging citizen self-sufficiency.

#8 – TOURISM DESTINATION

Expanding Rochester's wealth of tourism attractions and activities to increase visitorship and enhance our standard of living.

#9 – HEALTHY URBAN NEIGHBORHOODS

Developing unique, interconnected neighborhoods and a variety of housing choices in a "village-like" setting.

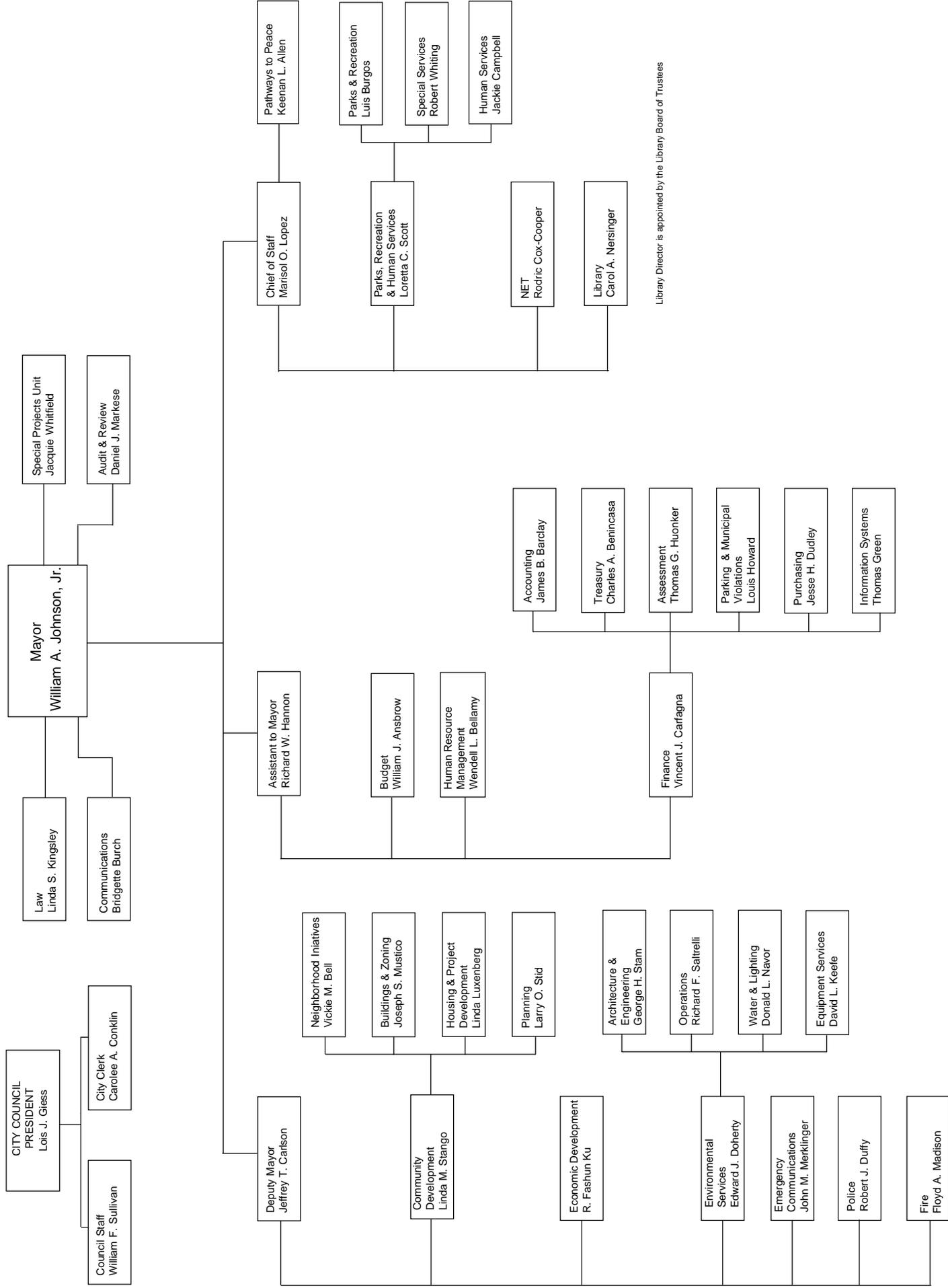
#10 – CENTER CITY

Transforming Rochester's downtown into a regional center city with safe and exciting entertainment, nightlife, cultural venues, housing, and restaurants.

#11 – ARTS & CULTURE

Expanding our cultural heritage so that Rochester becomes renowned as a world-class cultural center.

MANAGEMENT CHART



Library Director is appointed by the Library Board of Trustees

NET
Rodric Cox-Cooper

Library
Carol A. Nersinger



City of Rochester



FAX (585) 428-6059
TDD/Voice 232-3260

William A. Johnson, Jr.
Mayor

City Hall, Room 307-A
30 Church Street
Rochester, New York 14614-1284
(585) 428-7045

May 20, 2004

TO THE COUNCIL:

Ladies and Gentlemen:

Transmitted herewith is the 2004-05 budget estimate for the City of Rochester prepared in accordance with the City Charter requirements. The estimate of \$387,068,000 is \$24,329,900 or 6.7%, more than the 2003-04 amended budget of \$362,738,100.

*“ ... the City’s problem’s are stark ... their persistence is baffling.
Nobody seems to be doing anything.”*

These lines should be familiar. Authored by a citizen in northeast Rochester, they first appeared publically in a letter to the editor published by **City Newspaper** in December 2003. I also quoted them in my March 1, 2004, State of the City Address, a presentation that focused expressly on the challenges of balancing this 2004-05 budget. Even if the lines themselves are unfamiliar, the sentiments themselves probably are not. They express what too many in this community may be inclined to accept as truth.

To be fair, the writer’s observations both hit and miss the truth. An undeniable truth: The City’s problems **are** stark. To cite but a few most relevant to the budget proposal now before you:

The City’s tax base is only now beginning to reverse a decline that has occurred since 1990-91, resulting in a cumulative 17.7% decline of taxable assessment;

The 2003-04 constitutional limit on taxing for City operations has shrunk to a margin of a mere \$11.7 million, its lowest point in recent history since **1982-83**;

The City’s overall share of local sales tax distributions (i.e., the combination of the progressive **1985-86** Morin - Ryan formula and the less progressive “Penny” formula) has essentially reverted back to a population-based, not need-based distribution of aid;

New York State’s financial assistance to Rochester is, on a *per capita* basis, substantially less than that given to our upstate neighbors Buffalo and Syracuse. In the current year, Buffalo receives \$351 per person and Syracuse \$294. In comparison, Rochester receives but \$217;

EEO/ADA Employer



The concentration of poverty in Rochester is heartbreaking. Twenty-nine percent of City residents live on an income at or below the poverty level. Eighty-one percent of the Rochester City School District's students come from families with income so low that they qualify for free or reduced price meals.

The listing of troubles could go on, but even this truncated version suggests that the commentator's notion that the persistence of problems is "baffling" misses the mark. Better characterizations might be "unsurprising," "predictable" or even "inevitable." In fact, in the face of such conditions, one might argue instead that the achievement of any progress would be "astonishing" - yet progress occurs!

For the first time since 1990 there is an upswing in taxable assessment. The results of the revaluation are a 10.3% increase in the value of the homestead class and a 4.2% increase in the non-homestead class for a total combined increase of 7.9%. Home values go up when buyers feel that the product is worth a higher price, and many buyers are indicating that living in the City is worth it;

Crime, notwithstanding too many very visible and deplorable incidents, is trending downward, with non-violent crimes dropping 29% and violent crimes dropping 26% over the past ten years;

Rochester's entrepreneurial spirit is alive and well, with no better indicator than the Fast Ferry now berthed at the Port of Rochester and soon to become our international gateway for commerce and tourism.

I reserve my most serious objection for the writer's comments that cite supposed inaction on the part of this community - "***Nobody seems to be doing anything.***" This budget is but one example of our ongoing actions that are focused on improving our City.

I began the budget preparation by convening a day-long "budget retreat" in December 2003 involving department heads and key staff, all talented public administrators dedicated to serving the City. I also called upon and received the support of many in both public and private life. This approach only works if one is willing to share information candidly, admit to difficulties, and listen to both the concerns and suggestions of those to whom one is reaching out. The standard that I adopted and required of others in this process was that of "transparency" .

It both saddens and amazes me to observe other public entities operate differently, for example claiming "executive privilege" to withhold budget proposals from the public, resisting sound encouragement to format a budget in a consistent and informative manner, or offering preposterous revenue estimates that are rightfully decried as "works of pure fiction." A municipal or school budget has a profound impact on the lives of those who live or work in, visit, or are served by that public entity. I do not understand what legitimate purposes are served by cloaking the effort of preparing or presenting a budget in secrecy or confusion or by denying reality. Those who engage in such practices are insulting the very people they are there to serve.

The preferable alternative is to be open and honest and, by so doing, engage those people as allies in one's efforts. Much of that has become institutionalized in Rochester's annual process. A key partner in every annual budget process is, of course, the Rochester City Council, with your responsible, and constructive review of the proposed budget. This is not simply a *pro forma* statement; it is a genuine invitation and a hopeful expectation. The Council's involvement at both the review stage and during the preparatory stage is something that I have come to rely upon and something whose value should not be underestimated. I believe that Rochester's budgets are better for it. As the Council will recall, the Administration not only followed through on the specific information exchange requirements of Resolution 2003 -15 in January 2004, but followed up as well with a series of briefings for the members and leadership as the process continued.

Another procedural element that has become institutionalized is engaging the Rochester-area members of the New York State Senate and Assembly. I hosted a very well attended meeting with our local delegation in January 2004. This was followed up by dozens of telephone calls with the various members, numerous face-to-face meetings in Rochester, and many trips to Albany. All possible efforts were made to inform the delegation of the critical problem facing Rochester and to enlist their support.

While the end result of our Albany-directed efforts are not yet known, I can report without qualification that the local members grasped the severity of the problem, saw the opportunity, if not the necessity, of State intervention to resolve it, and worked energetically to achieve that resolution. Deserving of special mention are Assemblyman David Gantt, the "dean" of Rochester's Assembly delegation and our staunch advocate, and Senator Joseph Robach, a tireless worker on the City's behalf.

It is well known that the legislative process in Albany, particularly with respect to the annual budget, is very much driven by the leadership of the two houses (and usually resolved, eventually, with the involvement of the Governor). Recognizing this, I made a series of visits with the leaders of the Assembly and the Senate, Sheldon Silver and Joseph Bruno, to impress upon them the nature of Rochester's problems. I also sought to establish a broad base of understanding (if not actual support) for Rochester's position by presentations before the Joint Fiscal Committees of the Legislature and the Cities Committees of both the Senate and the Assembly, and I did so in both individual presentations and in the company of mayors throughout New York under the aegis of the New York State Conference of Mayors. Again, the results of this lobbying of Albany officials are not yet known, but I am confident that no reasonable opportunity to reach out to them was overlooked.

Most significant in the effort to enlist support for this budget, was the direct outreach to the community in the form of four public budget presentations that I conducted, one in each quadrant of the City over a several week period. Each meeting provided a two-way flow of communication. From these sessions, substantial support was developed in the form of letters, phone calls, and e-mails to Albany legislators on the City's behalf, and culminating in two bus caravans of citizens and labor officials traveling to Albany, one organized by the group Interfaith Action and the other by the American Federation of State, County, and Municipal Employees. I believe this community effort will assist the City in getting Albany to recognize that Rochester deserves its fair share of state aid. The input I received at the quadrant presentations weighed on me as I made my final budget decisions.

So, in one writer's opinion, "***Nobody seems to be doing anything***" - is this a valid criticism? Absolutely not. Many people did many things. The results of their efforts are detailed in the budget proposal now before the Council.

But what necessitated this massive harnessing of community energy? Quite simply, the 2004-05 budget was one of the most difficult and challenging ones that I have had to prepare. One year ago, the multi-year forecast that the City routinely prepares indicated that projected expense would exceed projected revenue in 2004-05 by \$41.2 Million. In the following six or seven months, certain matters improved, others deteriorated, and a revised gap of \$38.1 Million was forecast equaling approximately 10% of the budget.

To give the size of this forecast gap a better sense of perspective, note the following comparisons with several 2003-2004 allocations:

\$38.1 Million is more than the City budgets for 44,000 annual Fire Department unit responses to fires, medical emergencies, and other incidents;

\$38.1 Million is over two-and-one-half times more than the City budgets for the annual collection and disposal or recycling of over 275,000,000 pounds of material;

\$38.1 Million is almost eight times more than the City budgets to clear its roadways and sidewalks of snow and ice - even in a Winter such as this past season that saw 121 inches of snow fall.

By any measure, a \$38.1 Million gap is substantial, reflecting 10% of the budget. Closing that gap was not easy and not accomplished without assuming risk or inflicting pain. I do not shy from difficult work, but I resist risk-taking, and I take no pleasure whatsoever in the infliction of pain. Unfortunately, all were necessary. I have even included cutting programs that were initiated during my tenure as Mayor.

In closing the gap we benefitted from lower medical insurance rate increases than originally anticipated resulting in a \$3 million savings. The remaining gap has been closed with an assumed \$15.6 million increase in state aid, a \$7 million reduction in funding to the City School District (which I will address later) , \$6.7 million in departmental reductions and efficiencies, \$1.4 million from a proposed tax increase, \$2 million from use of additional reserves, with the remaining \$2.4 million being comprised from fee increases and other changes.

The assumed increase of \$15.6 Million in non-categorical aid entails considerable risk, as we presently have no assurances that such an increase will be forthcoming, or even when the State budget will be decided upon. Those facts notwithstanding, I submit that the City has presented a compelling case that reflects genuine need, demonstrates constraints on its historically self-reliant inclination to solve its own problems, and proves inequitable treatment in the distribution of State aid. Bolstering these arguments are the following:

Rochester's 2003-04 constitutional limit on levying property taxes for operating purposes is only \$11.7 Million (2004-05 data not available);

The future impact of a shrinking Kodak on our local economy and tax base;

Skyrocketing pension costs (year-to-year increase of \$16.9 million or 178%);

Higher-than-inflation labor costs driven by binding third-party arbitrator awards; and

Rochester's per capita share of non-categorical State aid is \$217, whereas in Syracuse it is \$294, and in Buffalo, \$351. If Rochester received the same aid per capita as Buffalo, we would receive an additional \$29.4 million annually. (Being treated equitably would go a long way to relieve the pain that is reflected in this budget.)

Both the need and the equity arguments have achieved significant traction in Albany, and I am hopeful that these arguments will prevail. "Hope" is, of course, not sufficient. My staff and I will closely monitor developments in the Capitol and, should conditions warrant it, will return to City Council with revised revenue (and commensurate expense) assumptions as necessary.

Much of the preceding description of our participatory process points towards Albany. New York State has always been a valued partner of the City's, providing both on-going operating aid and special capital infusions for such ventures as the Fast Ferry, the retention of the Hickey Freeman clothing factory, the renovation of the Community War Memorial, and the soccer stadium. In 2000-01, Albany lawmakers increased non-categorical aid to the City by \$15.9 million, an act that was not only critical to balancing that budget but also provided a stabilizing influence on all the budgets that followed. Similar assistance is being sought from Albany and is being counted upon to balance this year's budget.

The most controversial element of the budget balancing plan may be the reduction in funding of the Rochester City School District, a "fiscally dependent" partner whose budget is substantially larger than the City's and which consumes nearly one-third of the City's annual General Fund resources. I am recommending that the City transfer to the District \$119.1 Million, a sum that is \$7 Million, or 5.6% less than in the current year. That \$7 million reduction reflects only 1.2% of the 2004-05 City School District Proposed Budget. I shall, in the prescribed manner, soon introduce legislation to amend Section 3-9.1A. of the City Charter to effect this reduction.

This decision was not made lightly, but the possible need to reduce funding to the District was recognized and communicated early on. In a January 2004, letter to Superintendent Rivera, I recommended that the District be prepared to accept a cut as large as \$12.6 Million or 10%. Fortunately, a cut of that magnitude is not required. The impact of this reduction should be partially mitigated by decreasing enrollment and assistance from New York State.

In deciding upon whether / how much to cut, I considered several factors. First are the historic trends of State aid for education compared to those for municipalities. Since 1985, the City has received an increase of \$15.8 Million, or 50%. The Rochester City School District, during that same period, received State aid increases of \$224.8 Million, or 325%. However and whenever Albany resolves the 2004-05 State budget, there is little risk in assuming that the Rochester City School District will fare well in that outcome.

Second, I examined the history of generosity that has characterized Rochester's support for its dependent District, particularly in comparison with our Upstate peers. Rochester has been giving aid to its District in an amount greater than that provided by Syracuse and Buffalo - combined! On a per student basis, Rochester's current support is over \$3,500, while Syracuse's is about \$2,400 and Buffalo's is about \$1,600. Even at \$119.1 million, Rochester would be providing funding of approximately \$3,300 per student, using current year enrollment figures. There is nothing wrong with generosity when times permit it, but those times no longer exist. I could not reconcile sustaining this practice in the face of the even deeper cuts to municipal services that would have been required, nor could I ignore the contradiction and irony of pleading for equity from the State while perpetuating inequity in decisions controlled locally.

The alternatives I faced to reducing our generous school support were options I simply could not recommend while maintaining that generosity. The ugly alternatives I faced included: closing fire houses, closing recreation centers, closing libraries and not filling vacant police officer positions and even more untenable reductions. The City School District must recognize that City residents have needs in addition to funding education. Not one participant at my four public sessions encouraged me to close fire houses or reduce the number of police officers on the street. Many did voice their concerns on how the City Schools were spending "their" money.

Third, I consulted frequently with the Superintendent and others on the matter of funding for school nurses. Whereas the decision of Monroe County to discontinue to fund the program was unfortunate, I determined that following through on the earlier announced cut of \$12.6 million would seriously compromise the District's ability to effectively resolve the matter, and I resolved to lessen the cut to be imposed. That being said, I find the District's decision to pursue its legal appeal of the recent Court ruling that the District was not prohibited from funding the program to be illogical and unfortunate, particularly since school nurses are absolutely an essential part of the schools. I have urged the Superintendent to abandon that effort and focus on ensuring the provision of nursing services for the coming Summer session, the 2004-05 school year, and beyond.

Fourth, I closely observed the District's recent settlement of labor contracts and listened to community opinion on the matter. Frankly, that which I found to be, at best, ill-advised, the community found outrageous. No single point was commented upon more frequently or more passionately at the community budget forums, and few things have so stirred the passions of those who write to the Mayor's Office. I do not understand how the District, pleading its own budget gap and not compelled to adhere to binding arbitration rulings, could agree to settlements in excess of 4% per year. I do not dispute the need to pay employees fairly (and I am herein recommending reasonable and affordable salary and wage increases for City employees), but to voluntarily accede to increases of this magnitude is unfathomable. Clearly, the District has demonstrated priorities that should not be supported by deeper cuts in municipal services.

Finally, I note that a plan is nearing completion for use of the \$1.2 million first appropriated in the 2002-03 City budget as "Services to the City School District." This plan will provide for capital improvements to facilities that are jointly used by the City and the District and will do so in a way that will permit the District to capture and use at its own discretion New York State Building Aid in future years. The details of this plan will be presented to Council and the general public in the very near future, but I commend City and School District staff for having devised a "win - win" scenario.

These considerations notwithstanding, I have indicated to the Superintendent that, should Rochester receive additional, on-going, and substantive aid, I will entertain the possibility of recommending some restoration of funding. Such an action must, of necessity, also take into account any aid increases that the District itself may receive. To enhance the possibility of this happening, I also invited and encouraged him and the Board of Education to lobby for the City with the State, employing the same vigor and effectiveness as they do on the District's behalf.

Another important intermunicipal partnership that impacts the City and this budget is with Monroe County. I am pleased to report that the relationship the new County Executive, Maggie Brooks, and I are establishing is candid, professional, positive, and productive. Were it not for her willingness to revisit and reverse some of the decisions of her predecessor, this budget would have had to accommodate an additional \$1.1 Million of expense for the striping of arterial roadways and use of the County's public safety laboratory. Also the County Executive has pledged to restore support for Downtown Public Safety in 2005. Ms. Brooks deserves the Council's and the City's appreciation for these decisions.

This is not to say that all County decisions were favorable to the City. The City must commence payment for the County's housing of unarraigned prisoners at the County Jail, and I have included an allocation of \$1.0 Million in the recommended Police Department budget for this purpose. It is also distressing to note that the Central Library has received additional County funding only once in the past four years. We recently received notification that County funding for 2005 will be frozen at the 2004 funding level. On balance, however, I believe that the City and this budget have been treated fairly by the current County Administration, and I am looking forward to continuing and building upon this relationship.

It has long been Rochester's practice to shoulder much of its own financial burden. Despite both legal and practical limitations on our ability to do so, we must continue to support our own independence. Consequently, I am recommending that the Council approve the following tax and fee increases:

A 1% increase in the property tax levy (generating an additional \$1.4 million for 2004-05);

A 4 % increase in the Local Works fee for snow and ice control, street cleaning, etc. (\$428,000);

An 11.9% increase in the Refuse fee (\$1,620,800);

A 4.5% to 7.5% increase in Parking fees at most garages and in special event parking (\$351,200); and

Other departmental fee increases are also proposed (\$315,100).

Absent these fee increases we would face either further reliance on outside assistance or further budget reductions.

The legal limitation is the previously noted Two Percent Constitutional Tax Limit; the practical limits are denoted by the City's concentration of poverty, its loss of jobs, the uncertainties of our major industries, and the like. All of these things are substantive and weigh against further burdening our residents, property owners, and customers. Nonetheless, I cannot in good conscience ask for the support of others at the State or County level without also asking that we give of ourselves.

To add perspective to these increases, I am here replicating portions of the Budget At A Glance table (page ii of the Budget) that translates them into impacts on a typical homeowner, with the impact of \$1.80 per week:

TYPICAL HOMESTEAD BURDEN:

	Amended 2003 -04 Budget	Proposed 2004-05 Budget	Dollar Change	Percent Change
Property Tax	1,161.69	1,217.87	56.18	4.84
Water Fee	257.56	257.56	0.00	0.00
Refuse Fee	270.00	302.00	32.00	11.85
Local Works Fee	138.80	144.40	5.60	4.03
Total	1,828.05	1,921.83	93.78	5.13

The Local Works Fund prospers following mild Winters and suffers following hard ones. The Winter just concluded was, by the factors that affect snow plowing and salt spreading costs, a hard Winter, and the rate increase sought will restore the Fund to a position that will permit us to withstand future severe Winters. The Refuse fee increase is needed to offset increasing tonnage being collected and disposed, increased retirement costs and to prepare for the replacement of refuse packers in 2005-06. A creative reconfiguration of residential refuse pick-up routes being undertaken by the Department of Environmental Services is expected to save \$223,500 in operating costs and \$355,100 in capital costs.

It is also important to note that I am assuming a growth rate in taxable sales of 1.5%. As with several items in this budget, this is an assumption not without risk, but I believe that forecast economic conditions support it.

That which I least like about the budget process – the reduction of City services – cannot not be avoided. These reductions include a net reduction of 51 full-time positions including 13 layoffs. The actual number of full-time positions eliminated is 67. Over the past three years we will have reduced our full-time workforce by 149 full-time positions or 4.7%, with the actual number of positions eliminated being 215 or 6.8%. Fortunately, again City managers were able to devise efficiency measures valued at \$1.8 million that reduced expense without sacrificing services. Those efficiencies and the creativity required to formulate them notwithstanding, the following service reductions could not be forestalled due to budget constraints:

They include:

- Elimination of three support positions in the Mayor's Office
- Elimination of six civilian positions in the Rochester Police Department
- Elimination of two uniformed fire fighter positions in the Chief's Office
- Deferral of the scheduled replacement of a 1994 fire engine for one more year
- An average 6.7% reduction (4 hours per week) in service hours at 7 of the ten Community Library branches
- Reduction in legal support to address code violations imposed by NET
- A 23% reduction in City funding for the Music Fest
- Reduced business support for industrial development due to staffing reductions
- 7.6% reduction in funding for the Downtown Guides Program
- Reduced hearing hours at the Parking and Municipal Code Violations Bureau
- Elimination of above ground pools at Campbell Street and South Avenue Recreation Centers
- Elimination of the theater program and train room curator at Edgerton Community Center
- Elimination of funding for the Rochester Swim Team and Theater Program at Adams St. Community Center
- Elimination of funding for the Rochester Philharmonic Orchestra concert series
- Elimination of funding for the Bluegrass concert
- Elimination of "Wordcrafters" - a writing program for children

- Elimination of the Main Game for 2005
- Elimination of the SWAN Track and Field Program
- Elimination of Funding for the Highway Beautification Program
- Reduction in support for neighborhood block parties such as providing street barricades
- Reduction in funding for library books
- Reduction in tree plantings in the City right-of-way unless state funds are acquired
- Reduction in census analysis and support due to staff reductions in Community Development
- Deferral of maintenance on selected City Information Systems hardware equipment
- Deferral of information system software upgrades
- Deferral of motor equipment replacements for the Department of Environmental Services, Department of Parks, Recreation and Human Services and Fire Department
- Reduction in funding for the Rochester Riverside Convention Center
- Elimination of the Citywide Employee Suggestion Program
- Elimination of City funding for the Maplewood Rose Festival

Other reductions are included within the departmental budget sections. In total the departmental reductions account for \$4.9 million.

I would certainly consider restoring these cuts in the event we are successful in receiving additional state aid beyond the assumed increase.

It is both human nature and a not-unreasonable exercise in public administration and policy formulation to focus attention on what was once provided that is being eliminated. I admit to focusing a great deal of my attention on such matters. It is easy when doing so to overlook that which remains - and this Budget retains much of the "meat and potatoes" that municipalities need to deliver.

If this budget is approved, Rochesterians will see crime fought around the clock by one of the very best police forces in this State, if not this country. Fires and medical emergencies will be promptly responded to twenty-four hours a day, seven days a week by the superb group of men and women of the Rochester Fire Department. Quality of life measures appropriate to the diverse neighborhoods of this City will be enforced through six community-based NET offices. Snow and ice will be rapidly removed from City streets and sidewalks. Refuse from every residence will be picked up and disposed of on a weekly basis.

Despite difficult challenges, we can rely on our hope and mettle. I see many who will not give up on Rochester, and I know that I can count the City Council among those who will embrace the challenge.

Yesterday, I received a summary of the proposed 2004-05 City School District Budget from the City School District. However it does not comply with my recommended City funding level of \$119.1 million, thus I am not including it within my proposed budget book. I will again request Superintendent Rivera prepare a budget that complies with my recommended funding level. Once I have received the complete proposed 2004-05 City School Budget, my staff and I will review it and comment on it at that time.

I encourage your typically thorough, responsible, and constructive review of this proposed budget. I seek your support for this budget, and I welcome the opportunity to discuss its specifics with you in the coming weeks.

Respectfully submitted,

A handwritten signature in black ink that reads "William A. Johnson Jr". The signature is written in a cursive style with a large, stylized initial 'W' and a long, sweeping tail on the 'J'.

William A. Johnson, Jr.
Mayor



City of Rochester

Rochester City Council

August 30, 2004

Lois J. Giess, President
Councilmember
East District

The Honorable William A. Johnson, Jr.
Mayor, City of Rochester
Room 307-A, City Hall
30 Church Street
Rochester, NY 14614

Gladys Santiago, Vice President
Councilmember-at-Large

Brian F. Curran
Councilmember-at-Large

Dear Mayor Johnson:

Benjamin L. Douglas
Councilmember
Northeast District

Subsequent to our thorough review of the Proposed Budget for the City of Rochester for 2004-05, we herein present you with the comments and judgments of City Council about that document.

Tim O. Mains
Councilmember-at-Large

Overview

Adam C. McFadden
Councilmember
South District

The Approved Budget of \$387,068,000 represents an increase of 6.71%, or \$24,329,900, above the 2003-04 Budget. The budget provides a 1% increase in the property tax levy and an increase of 4.03% in Local Works charges and 11.85% in Refuse rates; Water rates remain unchanged. The recent revaluation of all properties resulted in an increase in assessed value of \$368 million, a welcome reversal of a long-term trend of slippage. Further, the annual New York State-mandated shift in the tax burden between the Non-Homestead and the Homestead classes moved in favor of the non-Homestead class this year, increasing the Homestead burden by 3.78% and reducing the non-Homestead by 2.58%. The net result was an increase of 5.13% in the total burden for the Homestead class and a decrease of 1.34% in the total burden for the Non-Homestead class. When the impact of the STAR program is considered, the typical Homestead class property saw an increase of 8.16% in total burden.

Wade S. Norwood
Councilmember-at-Large

William F. Pritchard
Councilmember-at-Large

Robert J. Stevenson
Councilmember
Northwest District

Your decision to focus Rochester's lobbying efforts at the State level on a per-capita equity issue, pointing out that Rochester receives less State aid than Buffalo, Syracuse or Albany on a per capita basis, is both politically and intellectually sound. Your assumption of an additional \$15.6 million in aid from New York State resulted in a budget that is far less draconian than would otherwise have been possible. Further, the hiring freeze that was instituted midway through the year provided a beneficial "cushion" for the inevitable reductions that were made in the 2004-05 Budget. As approved, the 2004-05 Budget required both staffing and program cuts and some revenue increases. The hiring freeze enabled the elimination of 51 positions with a minimum of layoffs. The reductions were spread across all departments, and will result in some real reductions in service to the public as discussed below.

Review Process

City Council's review of the Proposed Budget for 2004-05 continued the significant changes begun two years ago. The new approach focuses more on large policy questions rather than the budgetary details that so often became the focus of our hearings. The Finance & Public Safety Committee held hearings on the various departmental budgets of the City government and was joined by other appropriate City Council standing committees

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during the review of the particular departmental budgets for which those committees have oversight responsibility. Rather than individual hearing days for each department, an effort was made to group together hearings on departments whose missions were similar, and to treat the hearings more like work sessions. In addition, a special hearing was held to discuss broad issues relating to Municipal Finance and how the options for financing local government can be expanded.

Following the completion of the various departmental hearings, a formal public hearing was held on the proposed budgets of both the City and the City School District. After that, an additional meeting of the Finance & Public Safety Committee was held to consider proposed amendments that were submitted by Councilmembers. These amendments were debated and then eleven of them, plus two amendments to the City School District budget, were referred to the full Council for consideration at its meeting of June 22nd. At that meeting, the amendments were voted upon, and the entire budget, as amended, was approved.

Prior to the submission of the Proposed Budget, we had the opportunity to review the 2004-05 to 2008-09 Capital Improvement Program. That document sets out major spending priorities for our public infrastructure and for the many exciting new public works projects that are scheduled for construction during this period. Once again, the City School District's CIP did not arrive prior to completion of our review, but we were provided with a full list of Cash Capital expenditures for 2004-05 prior to consideration of their budget. We anticipate that next year we will return to our prior practice of reviewing both CIPs prior to receiving the Proposed Budgets for the subsequent year.

Formal Amendments

During the review process, Council approved the following amendments to the Proposed Budget:

- The transfer of \$51,600 from the Contingency Account to the Library to restore both hours and materials.
- The transfer of \$137,500 from the Cash Capital – Trails to the Police Department to provide funding for additional recruits for the Fall class.
- The transfer of \$5,000 from the Contingency Account to the City Council/City Clerk to develop an ad campaign regarding violence against women.
- The transfer of \$13,500 from the Contingency Account to the Department of Parks, Recreation, and Human Services to restore the Rochester Rec Swim Team.
- The transfer of \$17,100 from the Contingency Account to the Department of Parks, Recreation, and Human Services to restore the Wordcrafters program.
- The transfer of \$25,000 from the Contingency Account to the Department of Parks, Recreation, and Human Services to restore partial funding for the RPO.
- The transfer of \$7,600 from the Contingency Account to the Department of Parks, Recreation, and Human Services to restore funding for the Maplewood Rose Festival.
- The transfer of \$10,500 from the Contingency Account to the Department of Environmental Services to restore funding for neighborhood block parties.

- The transfer of \$20,000 from the Contingency Account to the Economic Development Department to restore partial funding for Industrial Development.
- The transfer of \$163,500 from the Administration –NET to the Contingency Account until the Council approves the proposed Certificate of Use changes for which these funds are intended.
- A resolution of budgetary intent calling on the Administration to use as much of the \$100,000 allocation for Efficiency & Effectiveness Initiatives as necessary to conduct an evaluation of NET and report the results to City Council by the end of the third quarter of 2005.

These amendments represent Council's commitment to the continued health of our City, balancing the need for appropriate services with the need for continued fiscal restraint. It should be noted that none of the amendments required additional property tax revenues.

In addition, Council rejected two amendments to the City School District's budget that attempted to restore some or all of the \$7 million reduction that was included in the Proposed Budget. This one item was by far the most contentious, controversial, and difficult part of the Budget process this year. The State's unwillingness to address the inequities in funding among the Upstate cities resulted – as you indicated that it would – in the required reduction in support to the District.

Other Comments

In addition to the formal amendments approved by the Council, Councilmembers made a number of other suggestions during the review process. These suggestions generally involve the day-to-day operations of the government; grouped by department, they include:

Department of Finance

- Council was pleased with the outcome of the revaluation, both in terms of the process itself as handled by the Bureau of Assessment, and with the increase in property values that it documented.

Department of Community Development

- Council is very supportive of the various design charrettes that the Department conducts; we emphasize the need to continue to involve more additional neighborhoods to ensure total City participation.
- The redevelopment of surplus commercial property in the Center City as residential units is a high priority and should be enhanced by the Center City Design Guidelines.
- The City's commitment to lead abatement continues to be clear in the substantial allocations made in the Consolidated Plan.
- The provision of elevator inspection services in house rather than by contract should be actively considered.

NET

- Council would like to see the various budget indicators for NET displayed by office.

Department of Environmental Services

- Two years ago, Council indicated its interest in tracking the calls to the Office of Customer Service that deal with NET issues. The use of this important service to address interdepartmental problems is an important step in continuing to break down the silos that have often characterized governmental services. We continue to look forward to reports on this issue. In addition, Council would like to see information on the refuse costs associated with the Move-in Move Out program, and whether such costs could be recovered from security deposits.
- Council is still interested in exploring possible efficiencies between the OCS and the 311 system.

Department of Parks, Recreation and Human Services

- Council was pleased to be able to restore some of the difficult cuts that the department made to accommodate the budgetary restraints of the year. We understand that similar cuts may be necessary in the future.
- Council would like the Department to study the possible expansion/renovation of the Gardiner Avenue Rec Center.

Police

- Council requests again that appropriate evaluation criteria be developed regarding 311 to enable the inclusion of both quantitative and qualitative performance indicators in next year's budget. Such criteria should include the impact of 311 calls on 911 service demand.
- As noted above, Council would like to examine the possibilities of synergy between 311 and DES's Office of Customer service.
- With 135 Police Officers eligible to retire by the end of the coming fiscal year, Council wishes to emphasize the need to move expeditiously on new recruit classes, perhaps even using smaller and more frequent classes, to ensure appropriate strength levels for the Department. We were pleased to add funding for an additional five recruits in the Fall class as one of our amendments.
- There needs to be a system to follow up on contempt citations for orders of protection.
- Council believes that Officers need to knock on the doors of houses where problem neighbors live in a direct attempt to quell ongoing neighborhood problems.

Fire

- The Department needs to look closely at the potential capital costs of new facilities vs. staffing costs.

Emergency Communications

- Council has been supportive of the substantial capital needs of the Department and is looking forward both to continued growth in efficiency and to increases in employee satisfaction.

Library

- We continue to be concerned about the impact of the multi-year reductions in County and State funding for the Library. As we have noted often, one mark of a civilized society is its

support for community education and access to information provided by public libraries. The County's decision to continue Library funding at the current year's level is a step in the right direction.

Economic Development Department

- Council would like the Department to consider providing services to job-generating tax-exempt businesses.
- There have been numerous requests to consider additional on-street parking spaces in the Center City, including meters and flasher zones. Council would like to make this a priority for the Department.
- For several years, Council has suggested that economic development benchmarks be developed, using other similar cities as comparison points. Return on investment and job creation, especially for City residents, should be central to such benchmarks. We renew that suggestion again this year.

City School District

The City School District's adopted 2004-05 Budget is \$568,814,029, which represents a decrease of \$8,711,965 (-1.5%), from the 2003-04 amended budget of \$577,525,994, but an increase of \$16,733,756 (+3%) from the 2003-04 approved budget of \$552,080,273. The budget reflects the reduction of \$7 million in support from the City, leaving the contribution at \$119,100,000.

The year-to-year decrease includes several individual non-recurring expenditures that moderated the actual impact of the reductions. The expenditures for one-time accounting adjustments for the Teachers Retirement Bond (\$12,800,000) and the Appropriation Authority from NY State (\$8,833,744), along with the elimination of the VESA (\$4,161,883), the Employee (civilian) Retirement Incentive (\$594,446) and the Teacher Retirement Incentive (\$2,556,049) fit this category.

As always, the bulk of the District's expenditures are related to personnel. The total number of FTEs is reduced from 5986.80 in the Amended Budget to 5771.68 in the 2004-05 Proposed Budget (-215.2; -3.7%). At the same time, student enrollment is projected to decline from 33,832 to 32,928, a reduction of 904 students. This continues a long-term reduction of students from a high of 37,254 in 1997-98 to a projected total of 26,016 in 2013-14. As we noted last year, such reductions will make it critical for the issue of school closings to be addressed. We continue to be intensely interested in participating in the discussions around this issue because of the potential significant financial impact on City neighborhoods and on opportunities for reimbursement for capital expenditures.

In terms of format, the District's budget has continued to evolve, but it is still not satisfactory. Some format changes make year-to-year comparisons nearly impossible. Following the decision of the District to move away from the Middle School model, the restructuring of both Elementary and Secondary Divisions restricts the ability of any reader to understand expenditure trends at the school level.

As in prior years, the lack of personnel detail beyond the broad categories makes it impossible to tell what positions are assigned to any unit or at what level any particular position is funded. That lack is further compounded by the continued absence of salary schedules. For several years, District staff has agreed to provide the equivalent of our bracket and step information, along with salary schedules, in future budgets; once again, it is not included.

Other requested format changes have been made, including the presentation of Actuals for 2002-03 and estimated Actuals for 2003-04.

Finally, we had noted in the past several Budget messages that it was uncertain how long the District could be shielded from the kinds of reductions that City operating departments have been forced to make to keep the budget in balance. This year, that prediction became a reality. The \$7 million reduction was the single most difficult and controversial item in this year's difficult budget process. While it is fervently hoped that similar reductions will not be necessary in the immediate future, our increasing reliance on New York State to provide equitable funding for Rochester is the central reality in avoiding such a situation.

Conclusion

We conclude by complimenting you and your Administration on producing another professional budget that provides high-quality customer service despite the difficult fiscal climate. Another round of efficiencies, tax and fee increases, and careful use of reserves has brought us through another difficult year. The decline in the tax base seems to have reversed itself and continued growth in that base will be a critically important ingredient for future financial stability.

The projected increases in benefit costs, led by pension and medical insurance costs, continue to lead the way in challenging our ability to stay solvent. We stand ready to join with you to bring these problems to the attention of the State government, the only potential source of relief from the anticipated cost increases or for additional revenues to offset those mandates. Our message of equity among New York's cities must succeed if we are to grow and prosper.

Respectfully submitted,



Lois J. Giess
President



Benjamin L. Douglas, Chair
Finance & Public Safety Committee

<u>Increases</u>	
<p>Revenue:</p> <ul style="list-style-type: none"> <input type="checkbox"/> An increase of \$15.6 million in Supplemental Municipal Aid is assumed <input type="checkbox"/> A \$7 million reduction in aid to the City School District increases revenue <input type="checkbox"/> A refuse rate increase is proposed to balance the fund <input type="checkbox"/> A proposed property tax levy increase is required to balance the budget <input type="checkbox"/> An increase is proposed for parking garage rates 	<p>Expense:</p> <ul style="list-style-type: none"> <input type="checkbox"/> An increase of \$16.9 million in required employer retirement contributions to the New York State Retirement System <input type="checkbox"/> Wage and salary increases in accordance with current labor agreements or awards and allowance for contract currently under negotiation <input type="checkbox"/> Medical insurance coverage for current and retired employees in accordance with rate increase provided by third party insurers <input type="checkbox"/> Funding added to pay Monroe County for unarraigned prisoner costs
<u>Decreases</u>	
<p>Revenue:</p> <ul style="list-style-type: none"> <input type="checkbox"/> School Tax Relief (STAR) Program decreases revenue <input type="checkbox"/> Conclusion or reduction of various grant funds 	<p>Expense:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Several program elimination or reductions detailed within departmental budgets <input type="checkbox"/> Efficiencies realized through productivity and prior year investments <input type="checkbox"/> Decline in debt service per repayment schedule

REVENUE SUMMARY SUMMARY OF REVENUE CHANGES

General Fund 2004-05 revenue estimates are \$22,725,400 or 8.4% more than the 2003-04 Budget. An increase of \$15,600,000 is assumed for New York State Supplemental Municipal Aid. An increase in sales tax reflects an anticipated 1.5% growth in taxable sales. Interest rates rebound increasing interest earnings revenue. The New York State School Tax Relief (STAR) program revenue decreases. The proposed tax levy is required to balance the budget.

Special Fund 2004-05 revenue estimates are \$337,000 or 2.2% more than the 2003-04 Budget. Monroe County support for the Central Library remains constant at the 2004 level.

Enterprise Fund 2004-05 revenue estimates are \$1,267,500 or 1.6% more than the 2003-04 Budget. A parking rate increase is requested to enable garage improvements. An increase in residential refuse rates is required to balance the fund and prepare for the future replacement of refuse packers. A Local Works rate increase is also provided for due to the harsh 2003-04 Winter.

REVENUE SUMMARY
SUMMARY OF REVENUE CHANGES

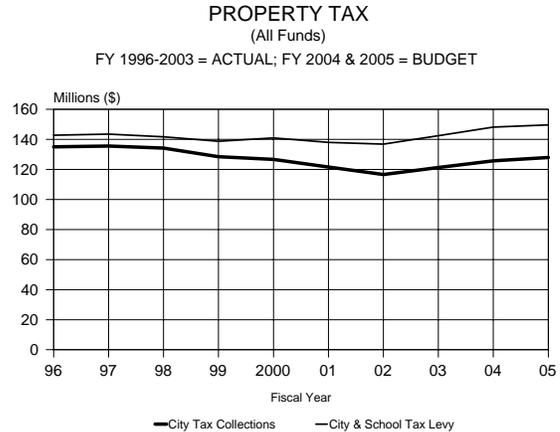
	<u>Budget 2003-04</u>	<u>Budget 2004-05</u>	<u>Change</u>	<u>Percent Change</u>
General Fund				
Taxes				
Property Tax (City & School)	118,212,500	120,563,000	2,350,500	2.0%
Delinquent and Supplemental Taxes	4,475,300	4,500,000	24,700	0.6%
In-Lieu-of-Tax Payments	11,040,700	11,100,000	59,300	0.5%
Interest Penalties	3,350,000	3,309,100	-40,900	-1.2%
Sales Tax	111,700,000	114,900,000	3,200,000	2.9%
Utilities Gross Receipts Tax	10,300,000	10,327,000	27,000	0.3%
Mortgage Tax	<u>1,600,000</u>	<u>1,600,000</u>	<u>0</u>	0.0%
Total General Fund Taxes	260,678,500	266,299,100	5,620,600	2.2%
Other General Fund Revenues				
Departmental Income	5,506,900	5,377,000	-129,900	-2.4%
Use of Money & Property	797,700	1,215,400	417,700	52.4%
Fines & Forfeitures	4,769,100	4,660,500	-108,600	-2.3%
Licenses & Permits	1,904,700	1,999,000	94,300	5.0%
Sale of Property & Compensation for Loss	1,148,900	1,277,200	128,300	11.2%
Miscellaneous	6,176,200	6,024,000	-152,200	-2.5%
Intergovernmental State	66,820,000	80,900,400	14,080,400	21.1%
Intergovernmental Federal	7,320,400	6,040,600	-1,279,800	-17.5%
Intergovernmental Other	13,085,300	13,421,300	336,000	2.6%
Interfund Revenue	<u>-99,155,100</u>	<u>-95,436,500</u>	<u>3,718,600</u>	-3.8%
Total Other General Fund	8,374,100	25,478,900	17,104,800	204.3%
Total General Fund	269,052,600	291,778,000	22,725,400	8.4%
Other Funds Totals				
Animal Control	1,235,700	1,323,500	87,800	7.1%
Library	14,268,100	14,517,300	249,200	1.7%
Water	33,047,600	34,050,600	1,003,000	3.0%
War Memorial	3,297,800	3,163,600	-134,200	-4.1%
Parking	5,156,700	4,402,800	-753,900	-14.6%
Cemetery	2,090,600	2,224,600	134,000	6.4%
Public Market	981,100	1,065,100	84,000	8.6%
Refuse	21,576,200	22,012,900	436,700	2.0%
Local Works	<u>12,031,700</u>	<u>12,529,600</u>	<u>497,900</u>	4.1%
Total Other Funds	93,685,500	95,290,000	1,604,500	1.7%
Total All Funds	362,738,100	387,068,000	24,329,900	6.7%

Note: Property taxes are spread between the General Fund, Animal Control Fund, Library Fund, War Memorial Fund, Cemetery Fund, and the Public Market Fund in the above display.

REVENUE SUMMARY DESCRIPTIONS & CHANGES

PROPERTY TAX

New York State General City Law authorizes Rochester to levy taxes on the value of real property. The assessed value of the property and the tax rate determine the amount of tax to be paid by a property owner. Taxes are billed annually, and quarterly installments are allowed for the first \$6,200 owed on each parcel. Responsibility for collecting property taxes is vested in the Department of Finance, Bureau of Treasury. Property taxes are allocated to various funds as necessary to balance them. Beginning in 1994-95 City and School property tax collections are accounted for within the City Budget. Funding for the City School District is provided within the Interfund revenue section. Prior to 1994-95 the School District received property tax collections outside of the City Budget. Beginning in 1998-99 the STAR program enabled a decrease in the property tax billings with an equal offset in State aid. For detailed information on the calculation of property taxes, see the Property Tax Computation and Analysis section, which follows the Revenue Summary Section.



Major Change

Four major factors influence the amount of revenue generated by the property tax:

1. The Tax Base – The total assessed valuation of the City is the base on which revenues are generated. The assessed valuation increases by \$367,468,394 from the 2003-04 level. A description of assessment changes is included in the Property Tax Computation and Analysis section.
2. The Revenue Requirement – The amount of property tax revenue required to finance City services is determined by the cost of the services provided and the availability of revenue sources other than the property tax. The following summarizes changes in expenses and revenues from the 2004-05 budget:

	<u>2003-04</u>	<u>2004-05</u>	<u>Change</u>
Expenses	362,738,100	387,068,000	24,329,900
Non-Property Tax Revenue	<u>237,076,700</u>	<u>259,161,200</u>	<u>22,084,500</u>
Property Tax Required (City & School)	125,661,400	127,906,800	2,245,400

Further specific changes in revenue receipts are detailed under the appropriate revenue headings that follow. Expense changes are described in the appropriate department budget section.

3. The Collection Rate – It is anticipated that 93 percent of the tax levy will be collected during 2004-05. In addition, anticipated collections for the first sixty days following the current year are accrued as 2004-05 receipts. This accrual is estimated to be 1.5 percent of the tax levy, bringing total collections to 94.5 percent. A Tax Reserve of 5.5 percent of the required property tax revenue is also levied to compensate for those taxes that will not be collected or accrued during 2004-05 and an amount for the settlement of assessment review proceedings. In accordance with Generally Accepted Accounting Principles, the tax reserve is not reflected in the budget.

4. STAR Program - In 1998-99 New York State enacted the School Tax Relief (STAR) Program, which provides two types of exemption for owner-occupied primary residences. The "Enhanced" program is for property owners 65 years of age or older, with incomes of less than \$60,000. Approximately 5,285 property owners will benefit from this program in 2004-05. All other owner-occupied property owners are eligible for the "Basic" STAR program. Approximately 25,537 property owners will take advantage of the "Basic" program in 2004-05.

This program is further defined in the Property Tax Computation and Analysis portion of the Revenue Summary section.

REVENUE SUMMARY DESCRIPTIONS & CHANGES

Year-to-Year Comparison	<u>2003-04</u>	<u>2004-05</u>	<u>Change</u>
All Funds	125,661,400	127,906,800	2,245,400
General Fund	118,212,500	120,563,000	2,350,500

DELINQUENT & SUPPLEMENTAL TAXES

Revenue from property taxes levied but not collected or accrued in previous years is classified as delinquent taxes. After properties have been delinquent for one year, foreclosure actions are taken; uncollected balances are canceled when these actions are completed.

When properties lose their tax exempt status through transfer of ownership, property owners receive a supplemental tax bill that includes both current and delinquent payments.

When an assessment is inadvertently left off the tax roll, property owners are later notified and billed the following year as an omitted tax.

Year-to-Year Comparison	<u>2003-04</u>	<u>2004-05</u>	<u>Change</u>
	4,475,300	4,500,000	24,700

IN LIEU OF TAX PAYMENTS

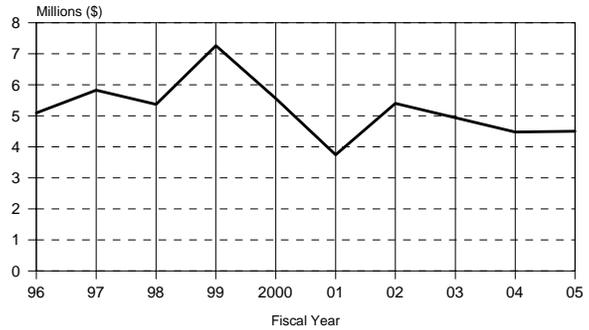
To facilitate construction of public housing units and encourage industrial development, various sections of New York State law authorize certain property owners to make payments as a substitute for property tax. Currently, such payments are authorized under four different statutes:

1. The Private Housing Finance Law applies to projects constructed with private resources to provide housing for low and moderate income families. Payments for such projects are generally calculated at a rate of 10% of sheltered rents. Sheltered rents are determined by subtracting that portion of rent needed for utility service from total rent payments.

2. The Public Housing Law authorizes payments in lieu of taxes for property owned by public housing agencies. Payments are calculated in the same manner as those covered under the Private Housing Finance Law.

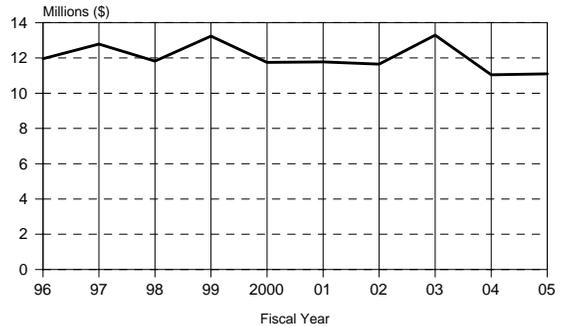
3. The Urban Development Act provides tax exemptions for properties owned by the Urban Development Corporation (UDC). When such properties are leased, payments in lieu of taxes are negotiated. For housing projects, the sheltered rent formula is generally applied, while economic development projects pay based on the percent of floor space occupied or percent of operating revenues.

DELINQUENT & SUPPLEMENTAL TAXES
FY 1996-2003 = ACTUAL; FY 2004 & 2005 = BUDGET



IN LIEU OF TAX PAYMENTS

FY 1996-2003 = ACTUAL; FY 2004 & 2005 = BUDGET



REVENUE SUMMARY DESCRIPTIONS & CHANGES

4. The General Municipal Law authorizes the County of Monroe Industrial Development Agency (COMIDA) to receive tax exemptions on properties owned. In lieu of tax payments are negotiated when such properties are leased. Generally, the payments are equal to the amount that would have been paid if the property were not owned by COMIDA.

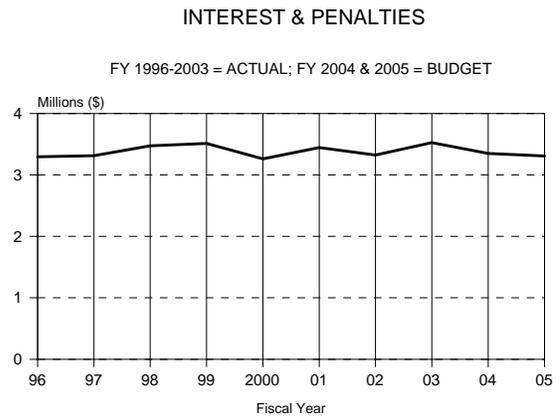
Currently seventy-two COMIDA projects make payments in lieu of taxes. Thirty-eight housing projects make shelter rent payments. The Department of Finance, Bureau of Accounting, administers these accounts.

Year-to-Year Comparison

	<u>2003-04</u>	<u>2004-05</u>	<u>Change</u>
	11,040,700	11,100,000	59,300

INTEREST & PENALTIES

The City levies a finance charge of 1.5% per month on unpaid tax and fee balances. Penalty fees for unpaid taxes are added to subsequent tax bills and are collected in the same manner as property taxes.

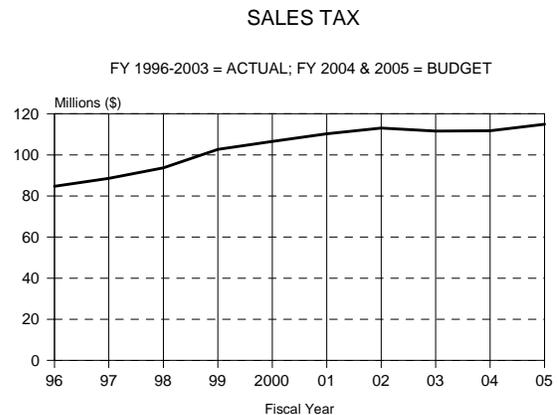


Year-to-Year Comparison

	<u>2003-04</u>	<u>2004-05</u>	<u>Change</u>
	3,350,000	3,309,100	-40,900

SALES TAX

New York State Tax Law authorizes Monroe County to impose a tax on sales transactions in the County. A four percent tax (besides the four and one-quarter percent imposed by the State) is charged on most sales transactions except sales of food and home heating fuels. The local sales tax rate increased from 3 percent to 3.5 percent in September 1992 and to 4 percent in March 1993.



Sales tax proceeds are collected by the State and distributed to the County every month. Under the current sales tax distribution formula the City receives 35.63 percent of total County collections generated from the 3 percent local share. The City's initial share of the additional 1 percent, approximately 4.1%, began on December 1, 1993, and was suspended on November 30, 1994. During that period the City School District received approximately 3.7% of the additional percent directly from the County. The City resumed sharing the additional 1 percent on December 1, 1995. Beginning in December 1995 the City share of the additional 1 percent became 2.5%, and it increased annually for the next four years to 5%, 12%, 15.75% and 19.22%. The City share of the additional 1 percent decreased to 18.1% in January 2001 to reflect population changes identified in the 2000 Census.

Major Change

Taxable sales are anticipated to increase by 1.5% on a slightly higher base than anticipated in 2003-04.

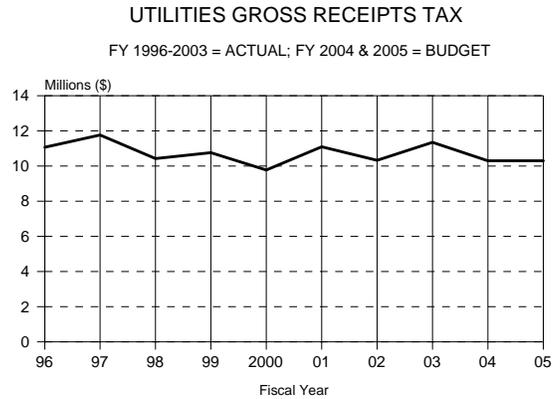
**REVENUE SUMMARY
DESCRIPTIONS & CHANGES**

Year-to-Year Comparison

<u>2003-04</u>	<u>2004-05</u>	<u>Change</u>
111,700,000	114,900,000	3,200,000

UTILITIES GROSS RECEIPTS TAX

As provided by Section 20b of the General City Law, Rochester imposes a 3% tax on the gross income of utility company transactions in the City. Rochester Gas & Electric Corporation and Frontier Corporation pay approximately 77% of these taxes.

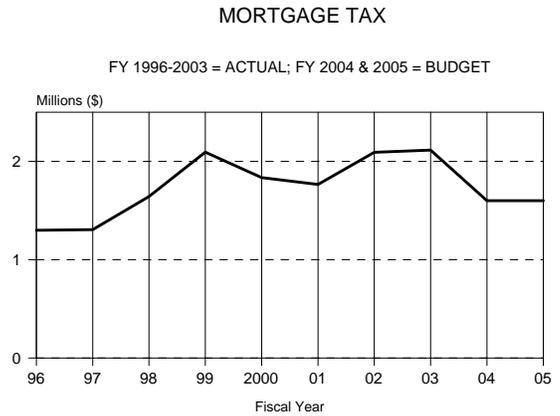


Year-to-Year Comparison

<u>2003-04</u>	<u>2004-05</u>	<u>Change</u>
10,300,000	10,327,000	27,000

MORTGAGE TAX

New York State Tax Law authorizes the Monroe County Clerk to collect a tax on mortgage transactions in the County. A tax is charged on the transactions and distributed pursuant to Section 261 of the Tax Law. The City receives 50 percent of the amount collected, less an allowance for administrative expenses, on mortgage transactions within the City.



Year-to-Year Comparison

<u>2003-04</u>	<u>2004-05</u>	<u>Change</u>
1,600,000	1,600,000	0

REVENUE SUMMARY DESCRIPTIONS & CHANGES

DEPARTMENTAL INCOME

Revenues generated by departmental operations are classified as departmental income. Examples include fees collected at skating rinks, charges for processing at the Police photo lab, towing fees, foreclosure fees, and zoning application fees. The City Code authorizes these fees. The fees are calculated to cover all or part of the cost of specific services.

Major Change

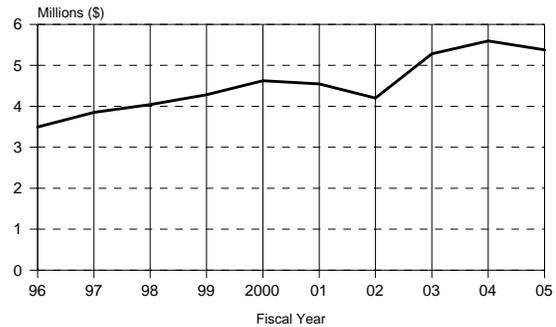
Termination of various grants reduces revenues, \$472,900. Proposed fee increases for various services boost revenues, \$154,300. Increase in vehicle towing and storage activity increases revenue, \$65,000. Anticipated reimbursements for use of public safety facilities increase, \$45,100. The Rochester Events Network fund begins to support the cost of administering cultural events, \$37,900. The entry level police exam is anticipated to have a large candidate pool resulting in an increase in exam fees, \$17,700. Net of other changes increases revenues, \$23,000.

Year-to-Year Comparison

<u>2003-04</u>	<u>2004-05</u>	<u>Change</u>
5,506,900	5,377,000	-129,900

DEPARTMENTAL INCOME

FY 1996-2003 = ACTUAL; FY 2004 & 2005 = BUDGET



USE OF MONEY & PROPERTY

The major revenue source in this category is from investment of cash. Under provisions of the New York State General Municipal Law, Rochester is authorized to invest funds in interest bearing commercial bank accounts until these funds are needed to meet payrolls or to pay bills. The second source of revenue in this category is from rental of City-owned property.

Major Change

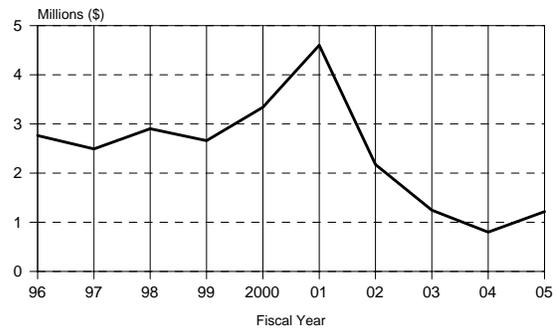
Interest rates improve increasing revenue, \$435,500. Net of other changes decreases revenue, \$17,800.

Year-to-Year Comparison

<u>2003-04</u>	<u>2004-05</u>	<u>Change</u>
797,700	1,215,400	417,700

USE OF MONEY AND PROPERTY

FY 1996-2003 = ACTUAL; FY 2004 & 2005 = BUDGET



FINES & FORFEITURES

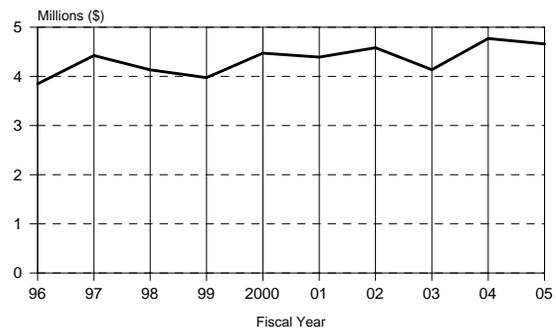
The revenue in this category consists of fines and penalties levied by the Criminal Branch of City Court, proceeds from parking tickets issued by the Police Department and other authorized agents, municipal code fines collected by the Parking & Municipal Violations Bureau, and a distribution of fines collected by New York State for traffic violations committed in the City.

Major Change

Prior year overestimation of moving violations fines reduces anticipated revenue, \$307,800. Parking violations fines revenue increases due to surcharge adjustment and recalculation of the Parking Fund share of fines,

FINES & FORFEITURES

FY 1996-2003 = ACTUAL; FY 2004 & 2005 = BUDGET



REVENUE SUMMARY DESCRIPTIONS & CHANGES

\$178,300. Proposal to double fee for noise violations fines increases revenue, \$21,700. Net of other changes decreases revenue, \$800.

Year-to-Year Comparison	<u>2003-04</u>	<u>2004-05</u>	<u>Change</u>
	4,769,100	4,660,500	-108,600

LICENSES & PERMITS

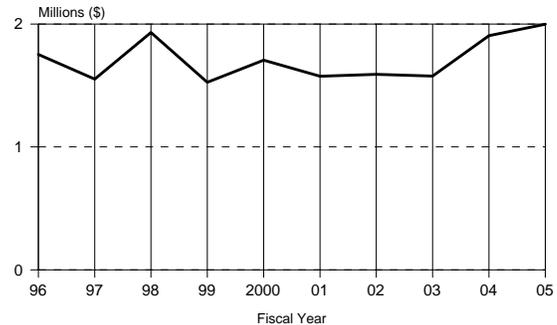
The Municipal Code authorizes the City to regulate various activities by issuing permits and licenses. This is done to protect public safety. Fees for permits and licenses are designed to fully or partially recover the administrative and enforcement costs of regulated activities. Most permits are issued by the Department of Community Development.

Major Change

The “off-year” for electricians and stationary engineers bi-annual license cycle results in a revenue reduction, \$243,500. Enhanced Certificate of Use Program is implemented with an anticipated annual revenue of \$166,500. Proposed increases for street opening permits, towing licenses, and domestic partner licenses provides additional revenue, \$86,600. Approved plumbing permit fees increases revenue, \$40,000. The “on-year” for plumbers bi-annual license results in additional revenue, \$14,700. Net of other changes increases revenue, \$30,000.

LICENSES & PERMITS

FY 1996-2003 = ACTUAL; FY 2004 & 2005 = BUDGET



Year-to-Year Comparison	<u>2003-04</u>	<u>2004-05</u>	<u>Change</u>
	1,904,700	1,999,000	94,300

SALE OF PROPERTY & COMPENSATION

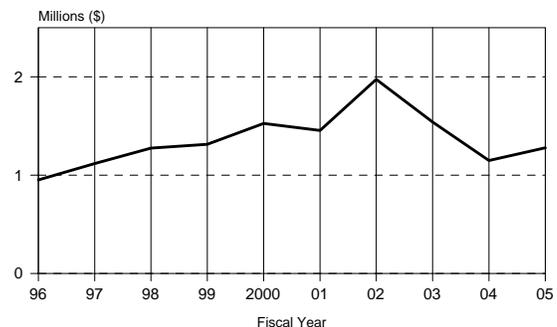
Revenue in this category comes from sale of real property, sale of excess materials, insurance recoveries, and the sale of unclaimed property. The sale of real property is the largest revenue source in this group.

Major Change

Prices paid for properties at auction rise and growing commitment by purchasers to rehabilitate properties to close sales result in an increase in revenue, \$140,000. Net of other changes decreases revenue, \$11,700.

SALE OF PROPERTY & COMPENSATION

FY 1996-2003 = ACTUAL; FY 2004 & 2005 = BUDGET



Year-to-Year Comparison	<u>2003-04</u>	<u>2004-05</u>	<u>Change</u>
	1,148,900	1,277,200	128,300

MISCELLANEOUS

REVENUE SUMMARY DESCRIPTIONS & CHANGES

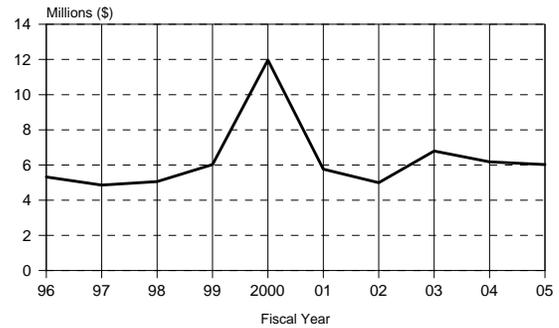
Miscellaneous revenues consist of refunds or reimbursements for expenses incurred in prior years, an appropriation of surplus from prior years, cable television franchise revenues, and miscellaneous income.

Major Change

The use of prior year Anti-Drug Initiative funds is completed, \$477,200. Cable TV franchise revenue increases based on the upward trend in the customer base, \$212,000. The 2002-03 General Fund Surplus was slightly higher than the 2001-02 surplus, \$113,000.

MISCELLANEOUS

FY 1996-2003 = ACTUAL; FY 2004 & 2005 = BUDGET



Year-to-Year Comparison

	<u>2003-04</u>	<u>2004-05</u>	<u>Change</u>
	6,176,200	6,024,000	-152,200

INTERGOVERNMENTAL – NEW YORK STATE

Revenues received from New York State constitute this category. There are four types of aid: general purpose, categorical, and miscellaneous, and New York State Tax Relief (STAR).

1. General purpose aid provides revenue for unrestricted use by municipalities. There are four programs: General Purpose State Aid, Emergency Financial Aid, Emergency Financial Assistance, and Supplemental Municipal Aid.

2. Categorical aid is directed to support specific objectives and, as a result, is restricted to certain purposes. Support is received for such functions as street improvements, crime prevention, and youth recreation.

3. Miscellaneous aid includes reimbursements for various services.

4. The New York State Tax Relief (STAR) Program provides revenue to municipalities to offset school property tax relief for targeted taxpayers.

Major Change

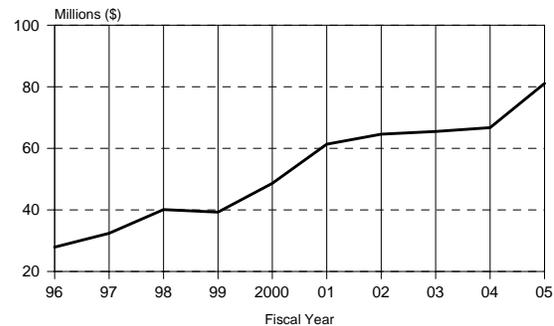
An increase of \$15,600,000 is assumed for Supplemental Municipal Aid. STAR program revenue decreases due to the decline in the number of eligible property owners under the Enhanced program and a proposed low tax rate, \$845,900. Funding does not recur or is reduced for the Rochester After School Academy (RASA) I program, \$461,500, TraCS-Electronic Ticket and Accident Report Project, \$305,200, and various other grants and aid, \$319,300. Reimbursement for maintenance aid is increased to \$5 per parcel for the 2004 Assessment Roll, increasing revenue, \$292,000. RASA II program grant receives additional funding, \$117,300. Net of other changes decreases revenue, \$3,000.

Year-to-Year Comparison

	<u>2003-04</u>	<u>2004-05</u>	<u>Change</u>
	66,820,000	80,900,400	14,080,400

INTERGOVERNMENTAL REVENUE - STATE AID

FY 1996-2003 = ACTUAL; FY 2004 & 2005 = BUDGET



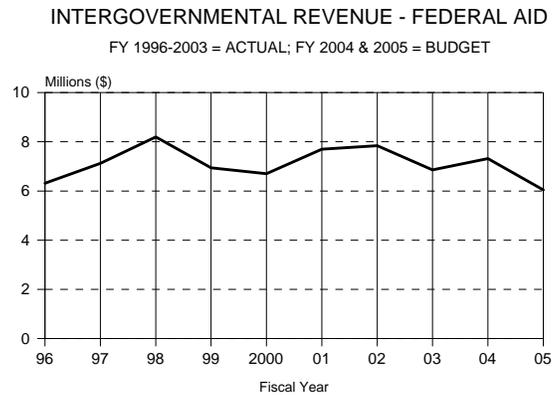
REVENUE SUMMARY DESCRIPTIONS & CHANGES

INTERGOVERNMENTAL – FEDERAL

The Federal Aid category includes reimbursements for the administration of federally funded programs. The program appropriations are approved by City Council separate from the City operating budget. The Community Development Block Grant Program is the largest such “off budget” fund .

Major Change

Funding does not recur or is reduced for various public safety program grants: COPS Homeland Security, \$492,700; Metro Medical Response Grant, \$237,800; Project Safe Neighborhoods, \$211,900; COPS Racial Profile Grant, \$141,000; and various others, \$315,000. Community Development Block Grant reimbursement for personnel costs and administration increases, \$195,100. Completion of aid-eligible projects decreases transportation reimbursement, \$167,700. HUD Lead Paint Hazard grant funds increase, \$138,300. Net of other changes decreases revenue, \$47,100.

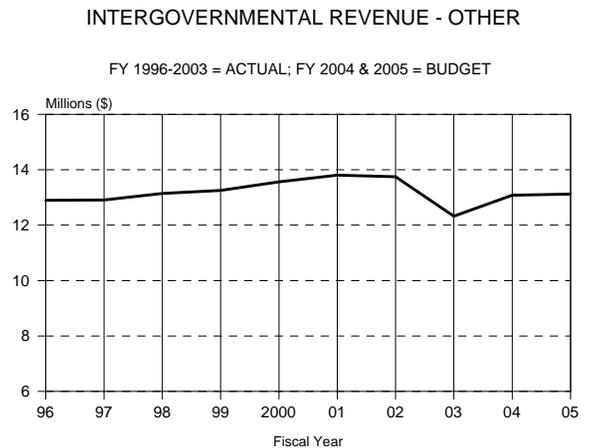


Year-to-Year Comparison

2003-04	2004-05	Change
7,320,400	6,040,600	-1,279,800

INTERGOVERNMENTAL – OTHER

Revenues received from governmental agencies other than the Federal and New York State levels constitute this category. Reimbursement for debt service from the Pure Waters Agency for sewers and from Monroe County for highways account for the majority of the revenues in this classification. Profits distributed by the Western Region Off-Track Betting (OTB) Corporation and Monroe County reimbursements for highway maintenance, public safety activities, and various other programs comprise the remaining intergovernmental revenues.



Major Change

Monroe County reimbursement for operation of the Emergency Communications Department increases, \$454,200, while traffic shares revenue decreases, \$113,000. Net of other changes decreases revenue, \$5,200.

Year-to-Year Comparison

2003-04	2004-05	Change
13,085,300	13,421,300	336,000

REVENUE SUMMARY DESCRIPTIONS & CHANGES

INTERFUND REVENUES & TRANSFERS

Interfund transfers consist of three categories:

1. Reimbursements to the General Fund for services provided to other operating funds. In these cases, the cost of services (motor equipment, telephone, etc.) are included in the General Fund as well as the appropriate non-General Fund. The reimbursements offset the General Fund expense. Revenues in this group include transfers from the Library Fund and Enterprise Funds.

2. Reimbursements to the General Fund from funds that are not included in the operating budget. Revenues in these funds are generally restricted and can be transferred to the General Fund only to the extent that eligible expenses are identified.

3. Beginning in 1994-95, transfers to the City School District to fund educational expenditures in accordance with the City Charter.

Major Change

Budget constraints require a decrease in the contribution to the City School District, \$7,000,000. The one-time transfer and use of 2002-03 retirement savings into the retirement reserve is completed, \$2,067,100. Transfer from Premium & Interest Fund decreases as General Fund debt service decreases, \$1,343,900. Transfer from Enterprise and Special Funds to reimburse the General Fund for the cost of services increases, \$572,200. Transfer from the Seized Property Fund decreases, \$351,200. An appropriation of Greater Rochester Area Narcotics Enforcement Team funds is not repeated, \$133,000. Net of other transfers increases revenue, \$41,600.

Year-to-Year Comparison

	<u>2003-04</u>	<u>2004-05</u>	<u>Change</u>
	-99,155,100	-95,436,500	3,718,600

ANIMAL CONTROL FUND

Under Article 7 of the New York Agriculture and Markets Law, all expenditures and revenues associated with the licensing and impounding of animals must be recorded in a special fund. Accordingly, the Animal Control Fund includes revenues from the sale of dog licenses, fines for unlicensed dogs, and operating revenues from the Animal Control Center. Since the Animal Control Fund does not generate sufficient revenues to cover expenses, a portion of the property tax is allocated to this fund.

Major Change

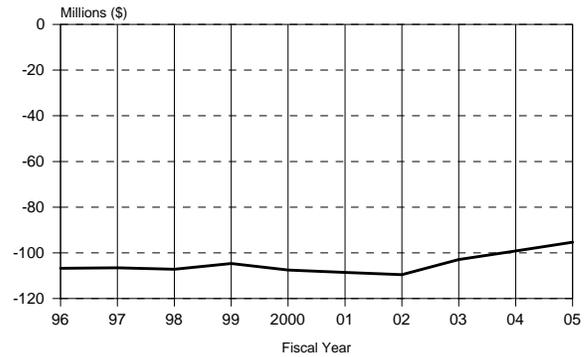
An appropriation of fund balance is initiated to offset operating expenses, \$27,000. A proposal to offer spaying/neutering services to the public increases revenue, \$4,500. Net of other changes decreases revenue, \$2,500. Property tax support increases, \$58,800.

Year-to-Year Comparison

	<u>2003-04</u>	<u>2004-05</u>	<u>Change</u>
Operating Revenue	221,600	250,600	29,000
Property Tax Allocation	1,014,100	1,072,900	58,800
	1,235,700	1,323,500	87,800

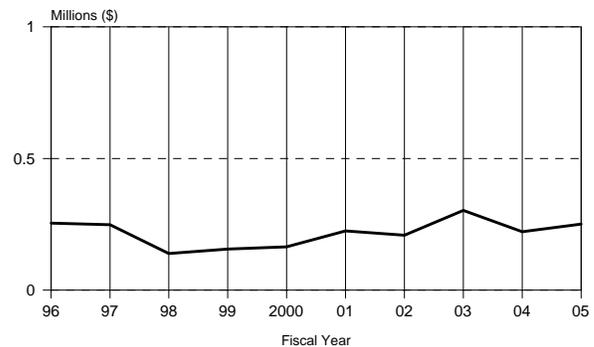
INTERFUND REVENUE

FY 1996-2003 = ACTUAL; FY 2004 & 2005 = BUDGET



ANIMAL CONTROL FUND

FY 1996-2003 = ACTUAL; FY 2004 & 2005 = BUDGET



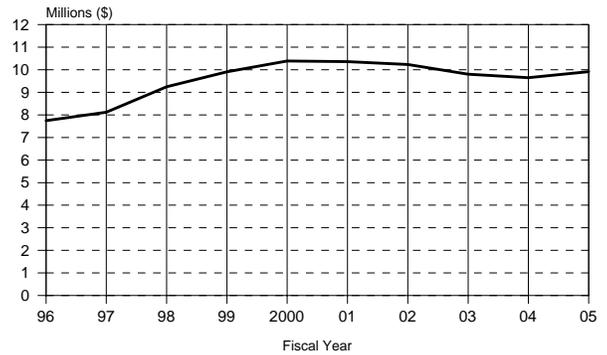
REVENUE SUMMARY DESCRIPTIONS & CHANGES

LIBRARY FUND

Section 259 of the New York State Education Law requires that all revenues generated from library operations be recorded in a special fund. Revenues associated with the operation of the Central Library and 10 branch libraries include Monroe County reimbursement for the Central Library, reimbursements from the Monroe County Library System (MCLS) for library material processing and inter-library loan services, State aid and grants, and miscellaneous income. These revenues are not sufficient to cover library costs; therefore, a portion of the property tax is allocated to this fund.

LIBRARY FUND

FY 1996-2003 = ACTUAL; FY 2004 & 2005 = BUDGET



Major Change

The Appropriation of Fund Balance increases to offset various Community library capital projects, \$280,000. Net of other changes decreases revenue, \$17,200. Property tax support decreases, \$65,200.

Year-to-Year Comparison

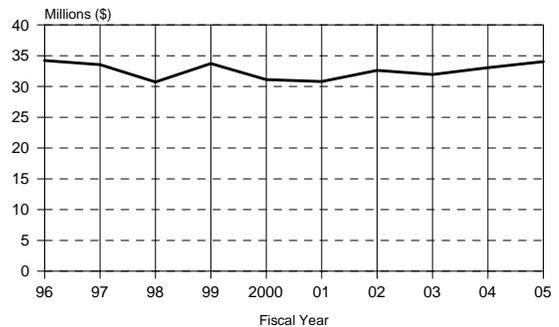
	<u>2003-04</u>	<u>2004-05</u>	<u>Change</u>
Operating Revenue	9,649,500	9,912,300	262,800
Property Tax Allocation	<u>4,618,600</u>	<u>4,605,000</u>	<u>-13,600</u>
Total	14,268,100	14,517,300	249,200

WATER FUND

This fund records the expenses and revenues of the Water enterprise, which provides potable water for domestic and commercial use and for fire protection purposes. Revenues are generated by metered water sales, sales to other municipalities, various service charges and wholesale water sales to the Monroe County Water Authority (MCWA). Most customers are billed quarterly, except for high volume users that are billed monthly.

WATER FUND

FY 1996-2003 = ACTUAL; FY 2004 & 2005 = BUDGET



Major Change

A transfer from the Premium and Interest account offsets associated debt service costs, \$621,100. The Appropriation of Fund Balance increases to balance the fund, \$326,400. Water sales revenue is projected to increase, \$48,300. Net of other changes increases revenue, \$7,200.

Year-to-Year Comparison

	<u>2003-04</u>	<u>2004-05</u>	<u>Change</u>
	33,047,600	34,050,600	1,003,000

REVENUE SUMMARY DESCRIPTIONS & CHANGES

WAR MEMORIAL FUND

This fund records the expenses and revenues from the Blue Cross Arena at the War Memorial. The Arena is operated by a private contractor from whom the City receives a ticket surcharge, a percent of concession receipts, and reimbursement for utility expenses. The City also receives funds from naming rights of the facility. A share of receipts from the City's portion of the Hotel/Motel Occupancy Tax is credited to this fund.

Major Change

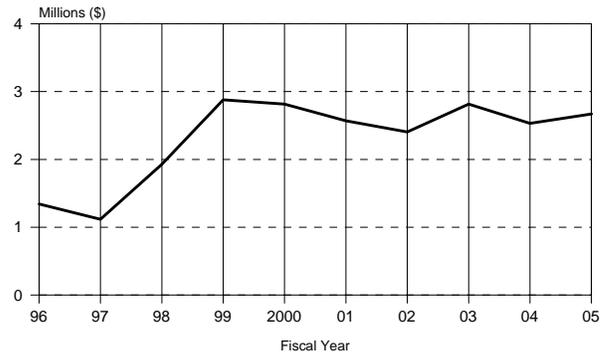
Receipts from the Hotel/Motel Tax increase, \$86,600. An Appropriation of Fund Balance offsets operating expenses, \$71,000. The transfer from the Premium and Interest account does not recur, \$10,800. Net of other changes decreases revenue, \$9,100. A decrease in capital expenditures and an increase in operating revenue enables a decrease in property tax support, \$271,900.

Year-to-Year Comparison

	<u>2003-04</u>	<u>2004-05</u>	<u>Change</u>
Operating Revenue	2,531,600	2,669,300	137,700
Property Tax	<u>766,200</u>	<u>494,300</u>	<u>-271,900</u>
	3,297,800	3,163,600	-134,200

WAR MEMORIAL FUND

FY 1996-2003 = ACTUAL; FY 2004 & 2005 = BUDGET



PARKING FUND

Revenues in this fund are generated from nine downtown parking garages, eighteen surface lots, and on-street parking meters. Most facilities, are operated by private contractors who pay a percentage of operating revenue to the City. The Cultural Center Commission reimburses the City for administrative expenses associated with the City's oversight of the East End Garage.

Major Change

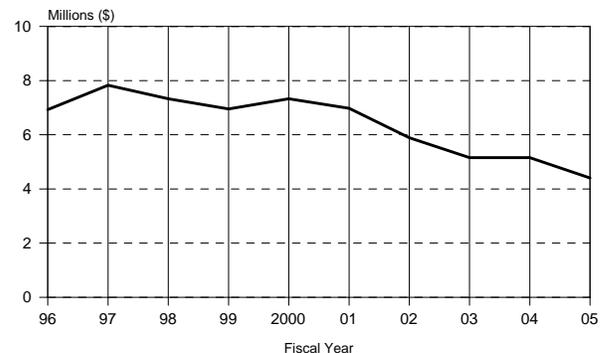
The Appropriation of Fund Balance does not recur, \$505,400. Renegotiated garage operator agreements are reduce net revenue, \$451,200, and require payment of utilities by operators and eliminates reimbursement to the City, \$140,000. A proposed rate increase for monthly ramp parking is anticipated to increase revenue \$351,200. Net of other changes decreases revenue, \$8,500.

Year-to-Year Comparison

	<u>2003-04</u>	<u>2004-05</u>	<u>Change</u>
	5,156,700	4,402,800	-753,900

PARKING FUND

FY 1996-2003 = ACTUAL; FY 2004 & 2005 = BUDGET



REVENUE SUMMARY DESCRIPTIONS & CHANGES

CEMETERY FUND

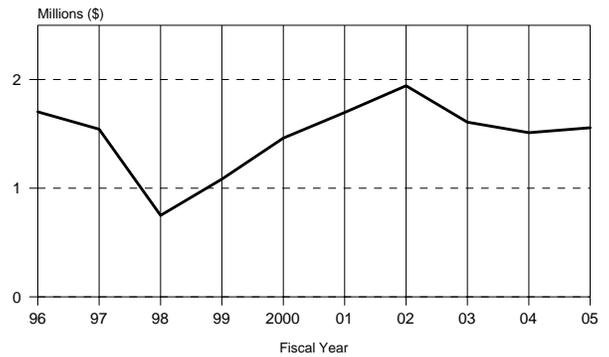
The City owns and operates two cemeteries, Mt. Hope and Riverside. Revenues in the Cemetery Fund are received from the sale of single graves, lots, mausoleums, interments, burial service charges, crematory charges, and interest earned on funds set aside for perpetual care.

Major Change

Mausoleum sales are anticipated to exceed prior year efforts with the opportunity to sell new mausoleum space, \$153,000, while pre-need sales and sale of memorials decline, \$76,600. The Appropriation of Fund Balance does not recur, \$29,000. Net of other changes decreases revenue, \$2,000. Property tax support increases, \$88,600.

CEMETERY FUND

FY 1996-2003 = ACTUAL; FY 2004 & 2005 = BUDGET



Year-to-Year Comparison

	<u>2003-04</u>	<u>2004-05</u>	<u>Change</u>
Operating Revenue	1,511,900	1,557,300	45,400
Property Tax Allocation	578,700	667,300	88,600
Total	2,090,600	2,224,600	134,000

PUBLIC MARKET FUND

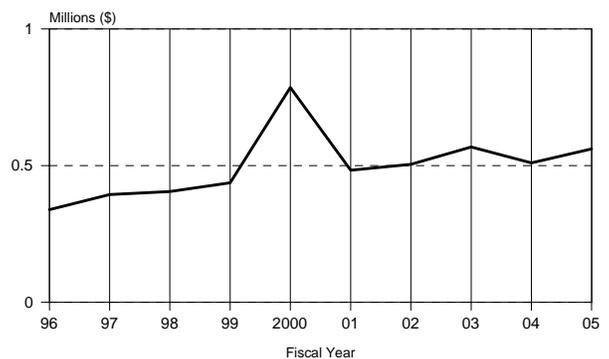
A farmers' market, consisting of two open sheds and one enclosed shed, is owned and operated by the City. Rental of shed space occurs on an annual, semi-annual, or daily basis.

Major Change

An increase for various market fees is proposed, \$34,000. A transfer from Premium and Interest account offsets associated debt service costs, \$17,600. Net of other changes decreases revenue, \$600. Property tax support increases, \$33,000.

PUBLIC MARKET FUND

FY 1996-2003 = ACTUAL; FY 2004 & 2005 = BUDGET



Year-to-Year Comparison

	<u>2003-04</u>	<u>2004-05</u>	<u>Change</u>
Operating Revenue	509,800	560,800	51,000
Property Tax Allocation	471,300	504,300	33,000
Total	981,100	1,065,100	84,000

REFUSE FUND

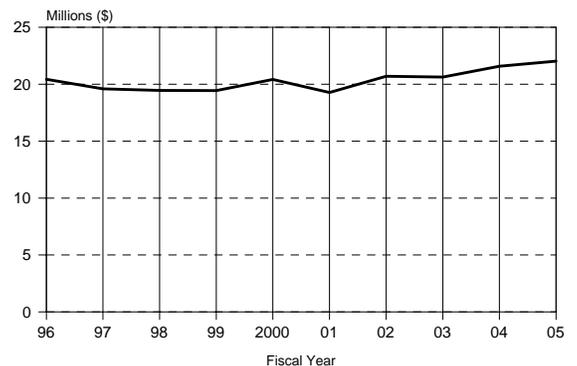
Rochester's refuse collection and disposal costs are financed principally from the proceeds of user fees. Separate rates are charged for residential and commercial services. Residential fees are included with property tax bills, and commercial accounts receive separate quarterly bills.

Major Change

A proposed 12% increase in residential charges results in a net increase of \$1,624,800. The Appropriation of Fund Balance does not recur, \$1,101,200. Revenue from

REFUSE FUND

FY 1996-2003 = ACTUAL; FY 2004 & 2005 = BUDGET



REVENUE SUMMARY DESCRIPTIONS & CHANGES

commercial charges decreases, \$149,000. A higher collection rate on delinquent accounts increases revenue, \$45,000. Interest earnings increase, \$15,300. Net of other changes increases revenue, \$1,800.

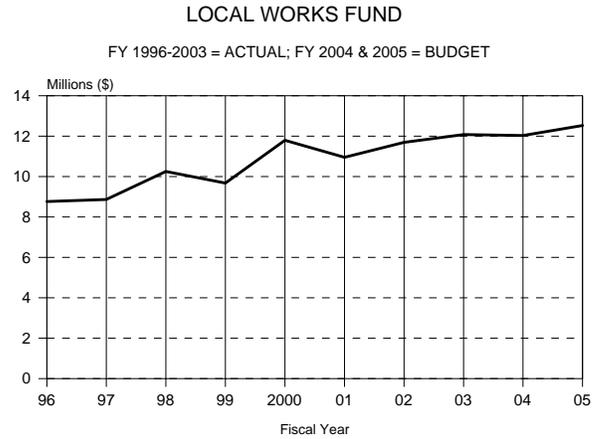
Year-to-Year Comparison	<u>2003-04</u>	<u>2004-05</u>	<u>Change</u>
	21,576,200	22,012,900	436,700

LOCAL WORKS FUND

Revenues to support street cleaning, snow and ice control services, and hazardous sidewalk replacement are derived from front footage assessments. These assessments are charged with the property tax bill. Other revenues include reimbursements from New York State for snow and ice control on highways and, if required, an appropriation from the Local Works fund balance.

Major Change

A proposed 4% increase in charges results in a net increase of \$428,000. A higher collection rate on delinquent accounts increases revenue, \$87,500. Sale of scrap revenue decreases, \$30,000. Interest earnings increase, \$7,400. Net of other changes increases revenue, \$5,000.



Year-to-Year Comparison	<u>2003-04</u>	<u>2004-05</u>	<u>Change</u>
	12,031,700	12,529,600	497,900

REVENUE SUMMARY
REVENUE ESTIMATES

1-17

	<u>Actual</u> <u>2002-03</u>	<u>Estimated</u> <u>2003-04</u>	<u>Amended</u> <u>2003-04</u>	<u>Approved</u> <u>2004-05</u>
GENERAL FUND				
TAXES				
Property Tax (City & School)	115,354,412	119,196,800	118,212,500	120,563,000
Delinquent and Supplemental Taxes	4,939,728	4,494,000	4,475,300	4,500,000
In-Lieu-of-Tax Payments	13,292,589	11,700,000	11,040,700	11,100,000
Interest Penalties	3,526,713	3,459,100	3,350,000	3,309,100
Sales Tax	111,564,432	112,614,000	111,700,000	114,900,000
Utilities Gross Receipts Tax	11,346,383	10,600,000	10,300,000	10,327,000
Mortgage Tax	<u>2,115,040</u>	<u>2,000,000</u>	<u>1,600,000</u>	<u>1,600,000</u>
	262,139,297	264,063,900	260,678,500	266,299,100
DEPARTMENTAL INCOME				
Police Fees	1,022,859	1,014,500	1,018,900	1,176,200
Fire Fees	617,727	724,700	598,900	642,100
Finance Fees	374,827	358,500	371,000	423,700
Repairs& Clean-up Fees	238,659	190,000	195,000	180,000
Parks & Recreation Fees	860,318	1,171,400	1,145,500	1,170,400
Zoning Fees	62,182	95,900	117,900	124,000
Charges for Service	496,683	418,200	715,600	765,200
Other Dept. Income	<u>1,606,720</u>	<u>1,384,400</u>	<u>1,344,100</u>	<u>895,400</u>
	5,279,975	5,357,600	5,506,900	5,377,000
USE OF MONEY & PROPERTY				
Interest Earnings	1,086,716	627,200	627,200	1,062,700
Rental of Real Property	<u>156,955</u>	<u>157,100</u>	<u>170,500</u>	<u>152,700</u>
	1,243,671	784,300	797,700	1,215,400
FINES & FORFEITURES				
City Court Fines	70,885	100,000	100,000	100,000
Moving Violations	674,234	750,000	917,500	609,700
Parking Violations	2,787,882	3,100,000	3,050,000	3,228,300
Municipal Code Fines	601,198	800,000	700,000	721,700
Miscellaneous	<u>555</u>	<u>900</u>	<u>1,600</u>	<u>800</u>
	4,134,754	4,750,900	4,769,100	4,660,500
LICENSES & PERMITS				
Business & Occupational Licenses	209,232	234,000	234,000	459,400
Bingo Licenses	35,356	44,800	44,800	30,000
Professional Licenses	45,456	269,500	269,000	40,200
Other Licenses	51,902	52,300	52,300	61,700
Building Permits	989,648	1,043,100	1,043,600	1,079,100
Street Opening Permits	<u>244,269</u>	<u>254,000</u>	<u>261,000</u>	<u>328,600</u>
	1,575,863	1,897,700	1,904,700	1,999,000
SALE OF PROPERTY & COMPENSATION FOR LOSS				
Sale of Scrap	190,084	250,000	75,000	70,000
Sale of Real Property	960,494	839,200	660,000	800,000
Sale of Unclaimed Property	253,563	266,900	268,900	256,000
Other Compensation for Loss	<u>135,422</u>	<u>158,000</u>	<u>145,000</u>	<u>151,200</u>
	1,539,563	1,514,100	1,148,900	1,277,200

**REVENUE SUMMARY
REVENUE ESTIMATES**

	Actual <u>2002-03</u>	Estimated <u>2003-04</u>	Amended <u>2003-04</u>	Approved <u>2004-05</u>
MISCELLANEOUS				
Refund - Prior Year's Expense	219,543	175,000	175,000	175,000
General Fund Surplus	3,412,000	3,624,000	3,624,000	3,737,000
Cable TV Franchise Revenue	1,610,576	1,600,000	1,500,000	1,712,000
Miscellaneous	<u>1,555,619</u>	<u>877,200</u>	<u>877,200</u>	<u>400,000</u>
	6,797,738	6,276,200	6,176,200	6,024,000
INTERGOVERNMENTAL - NEW YORK STATE				
General Purpose State Aid	19,371,744	19,371,700	19,371,700	19,371,700
Emergency Financial Aid	5,642,685	5,642,700	5,642,700	5,642,700
Emergency Financial Assistance	1,264,042	1,264,000	1,264,000	1,264,000
Supplemental Municipal Aid	21,330,268	21,330,200	21,330,200	36,930,200
STAR	13,723,110	14,291,500	14,291,500	13,445,600
Youth Aid	214,371	190,000	190,000	192,500
Consolidated Highway Improvements	2,349,000	2,350,000	2,350,000	2,358,000
Miscellaneous	<u>1,583,135</u>	<u>1,880,900</u>	<u>2,379,900</u>	<u>1,695,700</u>
	65,478,355	66,321,000	66,820,000	80,900,400
INTERGOVERNMENTAL - FEDERAL				
Community Development Block Grant	4,582,260	4,734,700	4,743,200	4,938,300
Crime Bill	882,318	392,200	430,400	0
Homeland Security	0	492,700	492,700	0
Law Enforcement Block Grant	221,796	188,200	188,200	0
Weed & Seed Grant	149,867	242,200	242,200	196,700
Transportation Grants	249,477	511,100	406,200	238,500
Federal Nutrition	368,577	379,500	408,500	389,500
Lead Programs	0	19,900	19,900	158,200
HUD-Emergency Shelter Grant	20,600	20,600	20,600	21,600
Metro. Medical Response	140,420	258,900	258,900	21,100
Miscellaneous	<u>243,467</u>	<u>109,600</u>	<u>109,600</u>	<u>76,700</u>
	6,858,782	7,349,600	7,320,400	6,040,600
INTERGOVERNMENTAL - OTHER				
Off Track Betting	260,817	320,000	320,000	261,000
Monroe County Reimbursements:				
Pure Waters Agency Sewer Debt	1,039,364	765,600	765,600	710,300
Emergency Communications	9,289,134	9,965,000	9,980,700	10,434,900
Police Services-Firearms Instruction	55,700	55,700	55,700	55,700
Downtown Public Safety	412,500	300,000	300,000	300,000
Traffic Shares	163,148	447,000	447,000	334,000
STOP-DWI	61,340	173,100	173,100	186,500
Hotel/Motel Tax (Convention Center)	742,037	799,500	736,200	812,300
Miscellaneous	<u>301,097</u>	<u>307,000</u>	<u>307,000</u>	<u>326,600</u>
	12,325,137	13,132,900	13,085,300	13,421,300

REVENUE SUMMARY
REVENUE ESTIMATES

1-19

	<u>Actual</u> <u>2002-03</u>	<u>Estimated</u> <u>2003-04</u>	<u>Amended</u> <u>2003-04</u>	<u>Approved</u> <u>2004-05</u>
INTERFUND REVENUE & TRANSFERS				
City School District	-126,100,000	-126,100,000	-126,100,000	-119,100,000
Water Fund	4,678,500	4,678,500	4,678,500	4,678,500
Special & Enterprise Funds	7,635,458	7,825,800	7,825,800	8,398,000
Street Lighting Districts	46,216	34,500	28,700	35,000
Premium & Interest Fund	5,976,900	7,243,900	7,243,900	5,900,000
Foreign Insurance Fund	380,000	380,000	380,000	380,000
Cultural District	68,315	67,500	67,500	67,500
HUD Asset Control Fund	155,457	151,600	151,600	188,500
Downtown Enhancement District	539,911	510,100	510,100	531,700
Downtown Guide District	284,245	315,000	315,000	291,100
Retirement Reserve	1,438,400	3,366,500	3,366,500	1,299,400
Seized Property Fund	201,700	584,200	584,200	100,000
Care & Embellishment Fund	35,600	30,800	30,800	31,500
Tax Repayment Fund	1,762,300	1,762,300	1,762,300	1,762,300
Reforest Rochester Fund	300	0	0	0
	<u>-102,896,698</u>	<u>-99,149,300</u>	<u>-99,155,100</u>	<u>-95,436,500</u>
GENERAL FUND TOTAL	264,476,437	272,298,900	269,052,600	291,778,000
SPECIAL FUNDS				
ANIMAL CONTROL				
Animal Control Center Fees	168,058	144,000	144,200	150,400
Dog Licenses	40,355	30,000	33,000	23,400
Animal Fines	45,834	40,500	40,500	42,000
Miscellaneous	10,000	0	0	0
Interest Earnings	10,041	8,000	3,900	7,800
Appropriation of Fund Balance	0	0	0	27,000
Trans. Premium & Interest	28,800	0	0	0
	<u>303,088</u>	<u>222,500</u>	<u>221,600</u>	<u>250,600</u>
Property Tax	<u>895,500</u>	<u>1,023,900</u>	<u>1,014,100</u>	<u>1,072,900</u>
	<u>1,198,588</u>	<u>1,246,400</u>	<u>1,235,700</u>	<u>1,323,500</u>
LIBRARY				
Library Charges	1,872,031	1,982,800	1,992,800	2,030,600
County Reimbursement	6,460,000	6,620,000	6,620,000	6,620,000
State Aid	794,960	692,000	780,900	732,700
Rundel Foundation	147,900	141,800	141,800	135,700
Trans. from Retirement Reserve	14,700	14,000	14,000	13,300
Interest Earnings	2,224	0	0	0
Appropriation of Fund Balance	150,000	100,000	100,000	380,000
Trans. Premium & Interest	362,300	0	0	0
	<u>9,804,115</u>	<u>9,550,600</u>	<u>9,649,500</u>	<u>9,912,300</u>
Property Tax	<u>4,011,000</u>	<u>4,584,100</u>	<u>4,618,600</u>	<u>4,605,000</u>
	<u>13,815,115</u>	<u>14,134,700</u>	<u>14,268,100</u>	<u>14,517,300</u>
SPECIAL FUNDS TOTAL	15,013,703	15,381,100	15,503,800	15,840,800

**REVENUE SUMMARY
REVENUE ESTIMATES**

	<u>Actual</u> <u>2002-03</u>	<u>Estimated</u> <u>2003-04</u>	<u>Amended</u> <u>2003-04</u>	<u>Approved</u> <u>2004-05</u>
ENTERPRISE FUNDS				
WATER				
Metered Water Sales	24,260,749	25,125,000	25,960,700	26,000,000
Upland Sales/MCWA	1,998,082	2,521,000	2,385,000	2,400,000
Other Municipalities	275,264	270,000	286,000	280,000
Delinquent Collections	1,105,831	1,141,000	940,000	980,000
Service Charges	288,886	220,000	260,000	260,000
Interest and Penalties	1,167,961	1,150,000	1,176,000	1,165,000
Interest Earnings	43,501	29,000	29,300	37,600
Trans. from Retirement Reserve	37,800	35,900	35,900	34,100
MCWA Reimbursements	1,254,473	1,252,500	1,252,500	1,226,800
State Aid	31,500	2,900	0	0
Intergovernmental Federal	85,415	0	0	0
Miscellaneous	249,944	133,000	127,200	126,800
Refund Prior Years Expense	119,962	94,200	94,200	92,000
Trans. Premium & Interest	869,200	0	0	621,100
Appropriation of Fund Balance	<u>156,800</u>	<u>500,800</u>	<u>500,800</u>	<u>827,200</u>
	31,945,368	32,475,300	33,047,600	34,050,600
WAR MEMORIAL				
Hotel/Motel Tax	844,386	909,800	837,700	924,300
War Memorial Revenue	1,389,241	1,610,700	1,678,800	1,670,600
Interest Earnings	3,641	4,400	3,700	2,900
Trans. from Retirement Reserve	600	600	600	500
Trans. Premium & Interest	578,500	10,800	10,800	0
Appropriation of Fund Balance	<u>0</u>	<u>0</u>	<u>0</u>	<u>71,000</u>
	2,816,368	2,536,300	2,531,600	2,669,300
Property Tax	<u>176,600</u>	<u>683,300</u>	<u>766,200</u>	<u>494,300</u>
	2,992,968	3,219,600	3,297,800	3,163,600
PARKING				
Parking Ramps	3,084,507	2,604,000	2,983,100	2,949,800
Parking Lots	681,760	554,700	567,200	538,200
Meters	595,581	560,000	611,000	600,000
East End Garage	21,978	22,500	20,000	22,500
Parking Fines	224,394	232,500	245,900	207,600
Interest Earnings	20,486	29,000	17,100	16,300
Trans. Premium & Interest	38,300	0	0	0
Trans. from Retirement Reserve	700	700	700	600
Miscellaneous	393,616	82,700	206,300	67,800
Appropriation of Fund Balance	<u>96,500</u>	<u>505,400</u>	<u>505,400</u>	<u>0</u>
	5,157,822	4,591,500	5,156,700	4,402,800

REVENUE SUMMARY
REVENUE ESTIMATES

1-21

	Actual <u>2002-03</u>	Estimated <u>2003-04</u>	Amended <u>2003-04</u>	Approved <u>2004-05</u>
CEMETERY				
Sale of Lawn Crypts	4,543	-4,400	0	3,700
Sale of Cemetery Lots	459,357	373,900	496,000	445,000
Service Charges	412,052	580,500	542,000	541,900
Mausoleum Sales	382,337	403,500	155,000	308,000
Sale of Foundations, Markers and Urns	279,439	257,400	190,000	164,400
Interest Earnings	87,090	62,300	56,100	92,600
Private Grants	-18,260	0	42,000	0
Appropriation of Fund Balance	0	29,000	29,000	0
Trans. from Retirement Reserve	1,900	1,800	1,800	1,700
	<u>1,608,458</u>	<u>1,704,000</u>	<u>1,511,900</u>	<u>1,557,300</u>
Property Tax	405,100	448,900	578,700	667,300
	<u>2,013,558</u>	<u>2,152,900</u>	<u>2,090,600</u>	<u>2,224,600</u>
PUBLIC MARKET				
Market Fees	471,838	486,100	480,100	514,100
Embellishment Fees	25,909	19,900	27,900	27,200
Interest Earnings	0	300	1,000	1,100
State Grant	1,794	0	0	0
Trans. from Retirement Reserve	800	800	800	800
Trans. Premium & Interest	67,700	0	0	17,600
	<u>568,041</u>	<u>507,100</u>	<u>509,800</u>	<u>560,800</u>
Property Tax	440,500	555,000	471,300	504,300
	<u>1,008,541</u>	<u>1,062,100</u>	<u>981,100</u>	<u>1,065,100</u>
REFUSE COLLECTION				
Current Collections	15,917,910	15,800,000	15,875,200	17,500,000
Commercial Charges	3,159,827	3,150,000	3,334,000	3,185,000
Delinquent Collections	1,284,396	1,411,000	1,150,000	1,195,000
Interest Earnings	69,387	33,000	37,700	53,000
Sale of Scrap	39,794	25,000	30,000	30,000
Trans. from Retirement Reserve	35,700	33,900	33,900	32,300
Miscellaneous	117,418	17,800	14,200	17,600
Appropriation of Fund Balance	0	1,101,200	1,101,200	0
	<u>20,624,432</u>	<u>21,571,900</u>	<u>21,576,200</u>	<u>22,012,900</u>
LOCAL WORKS				
Current Collections	10,853,701	11,200,000	11,272,000	11,700,000
Delinquent Collections	769,929	716,000	620,000	707,500
FEMA Reimbursement	245,590	0	0	0
Interest Earnings	84,262	80,900	57,600	65,000
Sale of Scrap	63,720	0	30,000	0
State Reimbursement-Snow & Ice Control	32,820	34,000	34,000	32,000
Trans. from Retirement Reserve	9,000	8,500	8,500	8,100
Miscellaneous	21,241	20,000	9,600	17,000
Refund Prior Years Expense	0	37,400	0	0
	<u>12,080,263</u>	<u>12,096,800</u>	<u>12,031,700</u>	<u>12,529,600</u>
ENTERPRISE FUNDS TOTAL	75,822,952	77,170,100	78,181,700	79,449,200
TOTAL - ALL FUNDS	355,313,092	364,850,100	362,738,100	387,068,000

REVENUE SUMMARY PROPERTY TAX COMPUTATION & ANALYSIS

The property tax is the single largest source of revenue to the City. The fundamental equation for the property tax is: (Tax Rate × Assessed Value) = Tax Levy. In Rochester, this fundamental equation is modified in two significant ways.

First, according to Article 19 of the New York State Real Property Tax Law, Rochester's levy is apportioned between Homestead and Non-Homestead classes of property. (Homestead properties, generally, are one, two, and three family residences. Non-Homestead properties are all others.) That is, separate tax rates for Homestead and Non-Homestead properties are applied to the separate assessment rolls for each class of property. The following display distinguishes the tax information for each class of property. The apportionment of the levy between the classes reflects the state mandated adjustment as calculated by the formula specified by Article 19. This adjustment occurs from year to year and is commonly called "the Shift".

Secondly, because the Rochester City School District is not permitted under law to levy a property tax, the City does so on behalf of the District for funding education purposes. The City also levies a property tax on its own behalf for funding municipal government purposes. While technically two separate tax levies (and, due to differing exemption provisions, based upon separate and unequal assessment rolls), the City and School property tax collections are accounted for within the City Budget as a combined total. The District receives its portion of the taxes collected and other revenue received by the City subject to a revenue sharing agreement between the City and the District. This distribution is displayed as an interfund transfer ("Negative Revenue") elsewhere in the Revenue Summary. The following display shows the combination of the separate City and School tax rates and impacts in a consolidated presentation. It is this consolidated rate that is most commonly referred to in discussion of the "City property tax." Detailed information on the calculation of each property tax follows.

The 2004-05 STAR revenue of \$13,445,600 is subtracted from tax levy prior to billing after the tax rate has been determined. Only eligible taxpayers receive the STAR benefit.

PROPERTY TAX RATES & BURDENS

The assessed value for an typical single family residence (Homestead) is \$60,500 in 2004-05, compared to \$54,900 in 2003-04. The assessed value for a typical commercial property (Non-Homestead) is \$238,700 in 2004-05, compared to \$229,100 in 2003-04.

	<u>2003-04</u>	<u>2004-05</u>	<u>Change</u>	<u>Percent Change</u>
TAX RATE (per \$1,000)				
Homestead Class				
- City	6.52	6.34	-0.18	-2.76%
- School	<u>14.64</u>	<u>13.78</u>	<u>-0.86</u>	-5.87%
Total	21.16	20.12	-1.04	-4.91%
Non-Homestead Class				
- City	14.26	13.77	-0.49	-3.44%
- School	<u>32.68</u>	<u>30.55</u>	<u>-2.13</u>	-6.52%
Total	46.939	44.32	-2.62	-5.58%
TAX BURDEN				
Single Family Residence				
- City	\$357.95	\$383.39	\$25.44	7.11%
- School	<u>\$803.74</u>	<u>\$833.87</u>	<u>\$30.13</u>	3.75%
Total	\$1,161.69	\$1,217.26	\$55.57	4.78%
Commercial Property				
- City	\$3,266.97	\$3,287.14	\$20.17	0.62%
- School	<u>\$7,486.76</u>	<u>\$7,291.33</u>	<u>\$-195.43</u>	-2.61%
Total	\$10,753.73	\$10,578.47	\$-175.26	-1.63%

REVENUE SUMMARY
PROPERTY TAX COMPUTATION & ANALYSIS

COMPUTATION OF CITY 2004-05 PROPERTY TAX LEVY

	<u>Current Operations</u>	<u>Cash Capital</u>	<u>Debt Service</u>	<u>Total</u>
EXPENSE				
Operating	327,100,000			327,100,000
Cash Capital		26,655,500		26,655,500
Debt Service			33,312,500	33,312,500
Tax Reserve	<u>899,804</u>	<u>892,368</u>	<u>763,610</u>	<u>2,555,782</u>
Total	327,999,804	27,547,868	34,076,110	389,623,782
REVENUE				
Operating	311,639,721			311,639,721
Cash Capital		11,323,000		11,323,000
Debt Service			<u>20,192,300</u>	<u>20,192,300</u>
Total	<u>311,639,721</u>	<u>11,323,000</u>	<u>20,192,300</u>	<u>343,155,021</u>
TOTAL TAX LEVY	16,360,083	16,224,868	13,883,810	46,468,761
Homestead (42.14774%)*				19,585,533
Non-Homestead (57.85226%)*				26,883,228
ASSESSED VALUE				5,042,827,983
Homestead				3,090,662,399
Non-Homestead				1,952,165,584
TAX RATE				
Homestead	2.23	2.22	1.89	6.34
Non-Homestead	4.85	4.81	4.11	13.77

*In accordance with the New York State Real Property Tax Law, the levy is apportioned between the Homestead and the Non-Homestead classes.

The 2004-05 apportionment reflects the state mandated adjustment as calculated by the formula specified by Article 19.

The 2003-04 Homestead and Non-Homestead apportionment was 40.61302% and 59.38698% respectively.

**REVENUE SUMMARY
PROPERTY TAX COMPUTATION & ANALYSIS**

COMPUTATION OF SCHOOL 2004-05 PROPERTY TAX LEVY

Expenses and revenues related to the City School District are located within the School District Budget, not the City Budget. Exceptions are: (1.) the City's \$119.1 million dollar funding of the District (shown as a negative fund transfer in the City's Revenue Summary) and (2.) the property tax collection estimate within the City Budget that represents collection of City and School taxes. The current revenue allocation displayed below reflects the \$119.1 million dollars less anticipated receipt of School taxes. A portion of the debt service revenue allocation listed below is debt service that is treated as a current expense (i.e. Early Retirement Debt Service, Revenue Anticipation Notes, and debt related to the Hurd Decision).

	<u>Current Operations</u>	<u>Cash Capital</u>	<u>Debt Service</u>	<u>Total</u>
EXPENSE				
Operating	83,413,056	9,871,893	29,637,921	122,922,870
Cash Capital				
Debt Service				
Tax Reserve	<u>3,924,125</u>	<u>574,555</u>	<u>1,172,400</u>	<u>5,671,080</u>
Total	87,337,181	10,446,448	30,810,321	128,593,950
REVENUE				
Operating	15,989,461			15,989,461
Cash Capital				
Debt Service*			<u>9,493,950</u>	<u>9,493,950</u>
Total	15,989,461	—————	9,493,950	25,483,411
TOTAL TAX LEVY	71,347,720	10,446,448	21,316,371	103,110,539
Homestead (42.14774%)**				43,458,762
Non-Homestead (57.85226%)**				59,651,777
ASSESSED VALUE				5,105,807,060
Homestead				3,152,978,586
Non-Homestead				1,952,828,474
TAX RATE				
Homestead	9.54	1.39	2.85	13.78
Non-Homestead	21.14	3.09	6.32	30.55

*Revenues and debt exclusions are recorded here. Revenues related to City School District debt are located within the School District Budget not the City Budget.

**In accordance with the New York State Real Property Tax Law, the levy is apportioned between the Homestead and the Non-Homestead classes.

REVENUE SUMMARY
PROPERTY TAX COMPUTATION & ANALYSIS

COMPUTATION OF PROPERTY TAX REVENUE FOR THE GENERAL FUND
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City Property Tax Levy	46,468,761
School Property Tax Levy	103,110,539
Total Property Tax Levy	149,579,300
Less: Allowance for Uncollectables (Tax Reserve)	8,226,862
Less: STAR Revenue	13,445,600
Combined City and School Property Tax Revenue	127,906,838
Distributions from the General Fund Property Tax Revenue to non-self supporting Special and Enterprise Funds:	
Animal Control Fund	1,072,900
Library Fund	4,605,000
War Memorial Fund	494,300
Cemetery Fund	667,300
Public Market Fund	504,300
Net General Fund Property Tax Revenue	120,563,038

**REVENUE SUMMARY
PROPERTY TAX COMPUTATION & ANALYSIS**

STAR

Beginning in 1998-99 New York State enacted the School Tax Relief Program (STAR) within section 425 of the Real Property Tax Law. The program provides an exemption from property taxes for owner-occupied primary residences.

There are two types of STAR programs: The first, called Enhanced STAR, is for property owners 65 years of age or older, with incomes of less than \$60,000. The second, called Basic STAR, is for all other home owners regardless of age or income.

Eligible property owners for the 2004-05 program receive up to a \$50,000 and \$30,000 assessment exemption for the Enhanced program and Basic program, respectively. Both values are adjusted by the equalization rate. For large cities with fiscally dependent school districts, the enacting legislation assumed 67% of the combined tax rate to be for school purposes. For 2004-05 the maximum assessed value exemption for an eligible property owner under the Enhanced program is \$33,500 ($\$50,000 \times 0.67 \times 1 = \$33,500$). For 2004-05 the maximum assessed value exemption for an eligible property owner under the Basic program is \$20,100 ($\$30,000 \times 0.67 \times 1 = \$20,100$). The \$33,500 and \$20,100 exemptions are applied against the combined City and School tax rate. Approximately 5,285 property owners will benefit from the Enhanced STAR program and 25,537 property owners for the Basic STAR program in 2004-05.

The actual calculation of the dollar savings from the STAR exemption is determined subsequent to the determination of the City and School tax rates. The revenue from the STAR program is not counted in determining the tax rates.

The process is as follows: First, the tax rates are determined. Second, eligible property owners receive a credit based upon the exemption. Third, the actual amount of the tax levy billed is reduced by the aggregate of the City and School exemption values applied against the City and School tax rates. Fourth, New York State reimburses the City for the reduced billing.

The calculation of the 2004-05 STAR revenue to be reimbursed from the state is as follows:

	<u>Assessed Value Exemption</u>	<u>Tax Rates</u>	<u>STAR Revenue</u>
City:			
Homestead	645,966,726	6.338	4,094,137
Non-Homestead	<u>6,221,619</u>	13.775	<u>85,703</u>
	652,188,345		4,179,840
School:			
Homestead	658,198,782	13.785	9,073,270
Non-Homestead	<u>6,299,717</u>	30.554	<u>192,482</u>
	664,498,499		9,265,752
Total	N/A	N/A	13,445,592

N/A - Not Applicable

REVENUE SUMMARY
PROPERTY TAX COMPUTATION & ANALYSIS

ASSESSED VALUE – CHANGES

The City's municipal taxable assessed valuation for property tax levies changes by:

2004-05 Assessed Value	5,042,827,983
2003-04 Assessed Value	<u>4,674,520,611</u>
Change	368,307,372
Percent Change	7.88%

The change in taxable assessment is substantially attributable to the following:

Non-Homestead Assessment:

Special Franchise	8,965,510
Kodak Park	-5,000,000
Gateway Center	-4,800,000
100 Chestnut Street	2,611,600
740 Driving Park	-1,100,000
1020 Maple Street	2,040,000
Crown Plaza	-3,500,000
2 State Street	-1,850,000
5 West Main Street	-400,000
1290 Lake Avenue	-400,000
Rochester Gas & Electric (various accounts)	25,059,284
Private Right-of-Way (various accounts)	19,138,100
Non-Homestead Net other changes	<u>37,434,588</u>
Subtotal	78,199,082
Homestead Assessment :	
Increase in Veterans Exemption	2,165,823
Homestead Net of other changes	<u>287,942,467</u>
Subtotal	290,108,290
Total Assessment Change	368,307,372

REVENUE SUMMARY
PROPERTY TAX COMPUTATION & ANALYSIS

ASSESSSED VALUATION – HISTORIC

<u>Fiscal Year</u>	<u>General Municipal Purposes</u>	<u>Veterans Exemption*</u>	<u>Total School Purposes</u>	<u>Change from Prior Year</u>
2004-05	5,042,827,983	62,979,077	5,105,807,060	370,473,195
2003-04	4,674,520,611	60,813,254	4,735,333,865	-38,916,983
2002-03	4,717,404,474	64,713,913	4,779,118,360	-15,603,585
2001-02	4,722,309,412	67,178,426	4,789,487,838	-12,918,711
2000-01	4,730,799,907	71,606,642	4,802,406,549	-241,838,994
1999-2000	4,968,556,948	75,688,595	5,044,245,543	-28,359,372
1998-99	4,988,153,242	84,451,673	5,072,604,915	-47,741,649
1997-98	5,031,843,192	88,503,372	5,120,346,564	-82,588,503
1996-97	5,111,770,403	91,164,664	5,202,935,067	-297,408,653
1995-96	5,403,091,007	97,748,618	5,500,839,625	-89,420,832

*Subject to School Purposes but not General Municipal Purposes.

REVENUE SUMMARY
PROPERTY TAX COMPUTATION & ANALYSIS

TAX COLLECTION EXPERIENCE

The following tables are all billings on the tax file. Items billed include: ad valorem taxes, residential refuse charges, local works charges, local improvements, property rehabilitation charges, municipal code fines, special assessment district charges, delinquent water charges, and supplemental and omitted taxes.

A. Current Taxes

<u>Fiscal Year</u>	<u>Tax Billed July 1</u>	<u>Current Collections</u>	<u>Percent of Levy</u>	<u>Tax Balances June 30*</u>
2003-04	173,144,803	159,866,394	92.33	12,360,263
2002-03	166,991,400	152,269,776	91.18	13,387,076
2001-02	160,731,647	146,154,747	90.93	13,123,245
2000-01	163,894,342	150,096,940	91.58	12,687,906
1999-2000	168,683,315	155,680,276	92.30	12,264,332
1998-99	169,603,948	156,697,127	92.39	12,027,564
1997-98	174,623,890	161,178,722	92.30	11,979,846
1996-97	176,468,490	162,672,917	92.20	12,634,627
1995-96	175,508,050	162,034,247	92.32	12,703,527
1994-95	173,542,290	161,175,931	92.87	12,136,243

B. Delinquent Taxes

<u>Fiscal Year</u>	<u>Delinquent Tax Balances July 1</u>	<u>Delinquent Tax Collections</u>	<u>Percent of Delinquent Tax Balances</u>	<u>Delinquent Tax Balances June 30*</u>	<u>Total Tax Balances June 30**</u>
2003-04	23,506,991	9,739,204	41.43	12,044,654	24,180,897
2002-03	22,905,693	9,949,240	43.44	10,119,915	23,506,991
2001-02	21,911,683	9,951,536	47.14	9,782,447	22,905,692
2000-01	21,405,580	10,065,294	47.02	9,223,775	21,911,681
1999-2000	21,275,743	9,726,123	45.71	9,142,412	21,406,744
1998-99	20,558,498	10,059,828	48.93	9,248,145	21,275,709
1997-98	21,985,254	10,780,366	49.03	8,578,655	20,558,501
1996-97	21,309,238	10,138,303	47.60	9,350,627	21,985,254
1995-96	19,772,301	9,818,559	49.66	8,605,711	21,309,238
1994-95	17,797,081	9,616,139	54.03	7,636,057	19,772,300

*Current and delinquent tax balances on June 30 reflect the beginning balances less collections and adjustments for cancellations.

**Total tax balances is the sum of current and delinquent balances at June 30.

**REVENUE SUMMARY
APPLICATION OF REVENUE BY UNIT**

CONSTITUTIONAL OPERATING TAX LIMIT

The State Constitution, Article VIII, Section 10, limits the maximum amount of real property taxes that can be raised for operating purposes. The limit is two percent of the five-year average of full valuation of taxable real property. The total taxable assessed valuation for school purposes is the assessed value used for this calculation. The limit pertains to cities of 125,000 or more inhabitants, except New York City, which has a limit of two and one-half percent.

The levy subject to the limit is equal to the total tax levy (City and School) minus appropriations for debt service (with a few exceptions) and budgetary appropriations for which a period of probable usefulness has been determined by law (Cash Capital).

The State Constitution also limits the maximum amount of real property taxes raised for debt service. This is described within the Capital section of the City Budget.

<u>Fiscal Year</u>	<u>Assessed Value</u>	<u>Equalization Ratio</u>	<u>Full Assessed Valuation</u>
2004-05	5,105,807,060	101.83	5,014,049,946
2003-04	4,735,333,865	100.91	4,692,630,924
2002-03	4,779,118,360	100.86	4,738,368,392
2001-02	4,789,487,838	100.83	4,750,062,321
2000-01	4,802,406,549	101.07	4,751,564,806
	Five Year Total		23,946,676,389
	Five Year Average		4,789,335,278
	Constitutional Percentage		0.02
	Constitutional Limit		95,786,706

CONSTITUTIONAL TAX LIMIT & MARGIN HISTORIC

The following table contains the historical trend of the City's tax limit for operating purposes and the amount of the limit used. The amount of limit used is calculated by adding City and School operating levies and then subtracting Water Fund debt service. The tax margin is calculated by subtracting the amount used from the limit.

<u>Fiscal Year</u>	<u>Limit</u>	<u>Amount Used</u>	<u>Tax Margin</u>
2004-05	95,786,706	81,033,103	14,753,603
2003-04	93,374,182	81,679,387	11,694,795
2002-03	95,244,442	84,533,287	10,711,155
2001-02	97,037,612	58,253,768	38,783,844
2000-01	99,609,567	51,975,217	47,634,350
1999-2000	107,132,525	59,073,650	48,058,875
1998-99	131,836,106	64,461,526	67,374,580
1997-98	127,018,640	79,418,423	47,600,217
1996-97	123,743,096	79,065,001	44,678,095
1995-96	125,036,941	96,597,775	28,439,166

REVENUE SUMMARY
APPLICATION OF REVENUE BY UNIT

Beginning on the next page is an informational display of revenues for each major department or unit and the major category of revenue by fund. This display distributes revenues to the department to which they are most closely related. In this fashion, a sense of the overall revenue level for a given function can be approximated.

REVENUE SUMMARY

APPLICATION OF REVENUE BY UNIT

	Council and Clerk	Administration	Law	Finance	Community Development	Economic Development	Environmental Services	ECD
General Fund								
Property Tax								
Other Taxes							5,219,200	
Departmental Income	16,800	133,400		278,500	257,900	10,100	611,700	2,200
Use of Money and Property				100,000	80,600			
Fines and Forfeiture		541,300		987,500				
Licenses and Permits	146,700	153,400		9,000	1,044,000		328,600	
Sale of Property & Comp.			126,200	70,000	800,000		25,000	
Miscellaneous		218,600	171,200					
Intergovernmental-State				357,000			2,528,100	
Intergovernmental-Federal		109,700	165,000	246,900	2,765,500	1,245,300	306,900	
Intergovernmental-Other		278,600			48,000		1,044,300	10,434,900
Interfund Revenue	331,500	1,118,800	644,300	1,536,500	13,200	358,600	11,193,900	
Total General Fund	495,000	2,553,800	1,106,700	3,585,400	5,009,200	1,614,000	21,257,700	10,437,100
Animal Control Fund								
Property Tax								
Departmental Income								
Use of Money & Property								
Fines & Forfeitures								
Appropriation of Fund Balance								
Total Animal Control Fund								
Library Fund								
Property Tax								
Departmental Income								
Intergovernmental State								
Intergovernmental Other								
Trans. from Retirement Reserve								
Appropriation of Fund Balance								
Total Library Fund								
Local Works Fund								
Departmental Income							12,407,500	
Use of Money & Property							65,000	
Miscellaneous							17,000	
Intergovernmental State							32,000	
Trans. from Retirement Reserve							8,100	
Total Local Works Fund							12,529,600	
Water Fund								
Departmental Income							31,085,000	
Use of Money & Property							1,264,400	
Miscellaneous							218,800	
Trans. Premium & Interest							621,100	
Trans. from Retirement Reserve							34,100	
Appropriation of Fund Balance							827,200	
Total Water Fund							34,050,600	
War Memorial Fund								
Property Tax								
Departmental Income								
Use of Money & Property								
Intergovernmental Other								
Trans. from Retirement Reserve								
Appropriation of Fund Balance								
Total War Memorial Fund								
Parking Fund								
Departmental Income						4,110,500		
Use of Money & Property						16,300		
Fines & Forfeitures							164,500	
Miscellaneous						67,800		
Trans. from Retirement Reserve						600		
Total Parking Fund						4,195,200	164,500	
Cemetery Fund								
Property Tax								
Departmental Income								
Use of Money & Property								
Trans. from Retirement Reserve								
Total Cemetery Fund								
Public Market Fund								
Property Tax								
Departmental Income								
Use of Money & Property								
Trans. Premium & Interest								
Trans. from Retirement Reserve								
Total Public Market Fund								
Refuse Fund								
Departmental Income							21,910,000	
Use of Money & Property							53,000	
Miscellaneous							17,600	
Trans. from Retirement Reserve							32,300	
Total Refuse Fund							22,012,900	
TOTAL ALL FUNDS	<u>495,000</u>	<u>2,553,800</u>	<u>1,106,700</u>	<u>3,585,400</u>	<u>5,009,200</u>	<u>5,809,200</u>	<u>90,015,300</u>	<u>10,437,100</u>

REVENUE SUMMARY APPLICATION OF REVENUE BY UNIT

Police	Fire	Library	Parks, Rec. & Human Serv.	Undistributed	Debt	Total Applied	General Revenue	Total Revenue	
							120,563,000	120,563,000	General Fund
						5,219,200	140,516,900	145,736,100	Property Tax
1,197,200	1,210,600		1,170,400	488,200		5,377,000		5,377,000	Other Taxes
			34,900			215,500	999,900	1,215,400	Departmental Income
3,130,900						4,659,700	800	4,660,500	Use of Money and Property
317,300						1,999,000		1,999,000	Fines and Forfeiture
256,000						1,277,200		1,277,200	Licenses and Permits
						571,800	5,452,200	6,024,000	Sale of Property & Comp.
				182,000		4,246,200		80,900,400	Miscellaneous
346,900	129,800		884,400			6,040,600	76,654,200	6,040,600	Intergovernmental-State
196,700	21,100		983,500			13,160,300	261,000	13,421,300	Intergovernmental-Federal
542,200			812,300			18,985,000	-114,421,500	-95,436,500	Intergovernmental-Other
100,000	380,000		31,500	215,000	3,061,700	61,751,500		291,778,000	Interfund Revenue
6,087,200	1,741,500		3,917,000	885,200	3,061,700				
							1,072,900	1,072,900	Animal Control Fund
173,800						173,800		173,800	Property Tax
7,800						7,800		7,800	Departmental Income
42,000						42,000		42,000	Use of Money & Property
27,000						27,000		27,000	Fines & Forfeitures
250,600						250,600	1,072,900	1,323,500	Appropriation of Fund Balance
									Total Animal Control Fund
							4,605,000	4,605,000	Library Fund
						2,166,300		2,166,300	Property Tax
						732,700		732,700	Departmental Income
						6,620,000		6,620,000	Intergovernmental State
						13,300		13,300	Intergovernmental Other
						380,000		380,000	Trans. from Retirement Reserve
						9,912,300	4,605,000	14,517,300	Appropriation of Fund Balance
									Total Library Fund
									Local Works Fund
						12,407,500		12,407,500	Departmental Income
						65,000		65,000	Use of Money & Property
						17,000		17,000	Miscellaneous
						32,000		32,000	Intergovernmental State
						8,100		8,100	Trans. from Retirement Reserve
						12,529,600		12,529,600	Total Local Works Fund
									Water Fund
						31,085,000		31,085,000	Departmental Income
						1,264,400		1,264,400	Use of Money & Property
						218,800		218,800	Miscellaneous
						621,100		621,100	Trans. Premium & Interest
						34,100		34,100	Trans. from Retirement Reserve
						827,200		827,200	Appropriation of Fund Balance
						34,050,600		34,050,600	Total Water Fund
									War Memorial Fund
							494,300	494,300	Property Tax
						1,670,600		1,670,600	Departmental Income
						2,900		2,900	Use of Money & Property
						924,300		924,300	Intergovernmental Other
						500		500	Trans. from Retirement Reserve
						71,000		71,000	Appropriation of Fund Balance
						2,669,300	494,300	3,163,600	Total War Memorial Fund
									Parking Fund
						4,110,500		4,110,500	Departmental Income
						16,300		16,300	Use of Money & Property
						43,100		207,600	Fines & Forfeitures
						67,800		67,800	Miscellaneous
						600		600	Trans. from Retirement Reserve
						4,402,800		4,402,800	
									Cemetery Fund
							667,300	667,300	Property Tax
						1,463,000		1,463,000	Departmental Income
						92,600		92,600	Use of Money & Property
						1,700		1,700	Trans. from Retirement Reserve
						1,557,300	667,300	2,224,600	Total Cemetery Fund
									Public Market Fund
							504,300	504,300	Property Tax
						541,300		541,300	Departmental Income
						1,100		1,100	Use of Money & Property
						17,600		17,600	Trans. Premium & Interest
						800		800	Trans. from Retirement Reserve
						560,800	504,300	1,065,100	Total Public Market Fund
									Refuse Fund
						21,910,000		21,910,000	Departmental Income
						53,000		53,000	Use of Money & Property
						17,600		17,600	Miscellaneous
						32,300		32,300	Trans. from Retirement Reserve
						22,012,900		22,012,900	Total Refuse Fund
6,337,800	1,741,500	9,912,300	8,704,400	928,300	3,061,700	149,697,700	237,370,300	387,068,000	TOTAL ALL FUNDS

EXPENDITURE SUMMARY SUMMARY OF EXPENDITURE CHANGES

EXPENSE CHANGES – HIGHLIGHTS

The Mayor's Proposed Budget increases expenditures \$7,689,200 or 2.2% over the 2003-04 Budget. Highlights of the changes that produce this variance are noted in the following display. Details of these and other expense changes are found in Tabs 4 through 14 of this document.

MAJOR PROPOSED INCREASES

- An increase of \$16.9 million in required employer retirement contributions to the New York State Retirement System
- Wage and salary increases in accordance with current labor agreements or awards and allowance for contract currently under negotiation
- Medical insurance coverage for current and retired employees in accordance with rate increase provided by third party insurers
- Funding added to pay Monroe County for unarraigned prisoner costs

MAJOR PROPOSED DECREASES

- Several program elimination or reductions detailed within departmental budgets
- Efficiencies realized through productivity and prior year investments
- Decline in debt service per repayment schedule

A net of 51 full time positions are eliminated as detailed in the Proposed Budget.

APPROVED BUDGET

City Council passed ten ordinances amending the Mayor's Proposed Budget, none of which were objected to by the Mayor, doing the following:

Moving appropriations for:

- additional support for library services from Contingency to Library, Undistributed and Cash Capital
- additional police recruits from Contingency to Police, Undistributed and Cash Capital
- an Anti-Violence Against Women campaign from Contingency to City Council & Clerk
- the Wordcrafters program from Contingency to Parks, Recreation & Human Services
- the Rochester Swim Team from Contingency to Parks, Recreation & Human Services
- the Rochester Philharmonic Orchestra from Contingency to Parks, Recreation & Human Services
- the Maplewood Rose Festival from Contingency to Parks, Recreation & Human Services
- neighborhood event from Contingency to Environmental Services
- industrial development support from Contingency to Economic Development
- Certificate of Use program from Administration to Contingency

These amendments did not change the total of the budget from the Mayor's Proposed Budget. The changes made by City Council are detailed in the *City Council Report* section and also in the impacted departmental sections beginning with Tab #2.

EXPENDITURE SUMMARY
SUMMARY OF EXPENDITURE CHANGES

Year-to-Year Comparison

		<u>2003-04</u>	<u>2004-05</u>	<u>Change</u>
Budget		362,738,100	387,068,000	24,329,900
Salary & Wage <u>Adjustment</u>	General <u>Inflation</u>	<u>Chargebacks</u>	<u>Vacancy Allowance</u>	<u>Miscellaneous</u>
3,727,500	648,100	492,100	-880,100	-16,400
				<u>Major Change</u>
				20,358,700
				<u>Total</u>
				24,329,900
	<u>Budget</u>	<u>Budget</u>	<u>Change</u>	<u>Percent</u>
	<u>2003-04</u>	<u>2004-05</u>		<u>Change</u>
City Council and Clerk Administration:	1,602,300	1,479,400	-122,900	-7.7
Mayor's Office	2,432,600	2,341,800	-90,800	-3.7
NET	3,983,700	3,805,800	-177,900	-4.5
Budget & Efficiency	701,600	682,300	-19,300	-2.8
Human Resource Management	2,069,800	1,969,700	-100,100	-4.8
Communications	746,000	729,100	-16,900	-2.3
Law	1,866,000	1,825,800	-40,200	-2.2
Finance	7,579,700	7,441,100	-138,600	-1.8
Community Development	5,907,700	5,853,100	-54,600	-0.9
Economic Development	3,263,200	2,837,600	-425,600	-13.0
Environmental Services	68,698,800	69,933,600	1,234,800	1.8
Emergency Communications	8,018,900	8,326,400	307,500	3.8
Police	62,769,800	63,626,400	856,600	1.4
Fire	37,660,000	36,957,500	-702,500	-1.9
Library	10,497,200	9,991,600	-505,600	-4.8
Parks, Recreation and Human Services	18,671,200	17,726,800	-944,400	-5.1
Undistributed Expense	67,138,700	85,589,100	18,450,400	27.5
Contingency	2,441,200	5,982,900	3,541,700	145.1
Cash Capital	22,803,500	26,655,500	3,852,000	16.9
Debt Service	33,886,200	33,312,500	-573,700	-1.7
TOTAL	<u>362,738,100</u>	<u>387,068,000</u>	<u>24,329,900</u>	6.7

EXPENDITURE SUMMARY
SUMMARY OF APPROPRIATIONS

	Actual <u>2002-03</u>	Estimated <u>2003-04</u>	Amended <u>2003-04</u>	Approved <u>2004-05</u>
City Council and Clerk	1,369,669	1,550,600	1,602,300	1,479,400
Administration				
Mayor's Office	2,247,354	2,384,700	2,432,600	2,341,800
NET	3,868,923	3,901,500	3,983,700	3,805,800
Budget & Efficiency	675,099	666,300	701,600	682,300
Human Resource Management	1,961,676	1,886,300	2,069,800	1,969,700
Communications	702,280	745,700	746,000	729,100
Law Department	<u>1,686,104</u>	<u>1,845,100</u>	<u>1,866,000</u>	<u>1,825,800</u>
	11,141,436	11,429,600	11,799,700	11,354,500
Finance				
Director's Office	547,653	583,300	601,500	621,600
Accounting	856,833	885,400	886,400	910,300
Treasury	1,580,165	1,637,300	1,732,900	1,697,700
Assessment	983,872	1,128,700	1,221,600	1,024,400
Parking & Municipal Violations	769,809	802,900	826,200	825,200
Purchasing	752,089	790,700	805,600	808,300
Information Systems	2,267,839	2,524,900	2,490,000	2,484,900
	<u>867,800</u>	<u>940,300</u>	<u>984,500</u>	<u>931,300</u>
	6,890,460	7,412,900	7,579,700	7,441,100
Community Development				
Office of the Commissioner	467,661	468,900	484,200	470,300
Neighborhood Initiatives	398,100	391,700	439,400	411,800
Buildings & Zoning	2,138,872	2,320,000	2,444,200	2,384,900
Housing & Project Development	1,990,091	2,093,600	2,147,800	2,235,000
Planning	<u>408,695</u>	<u>389,400</u>	<u>392,100</u>	<u>351,100</u>
Total	5,403,419	5,663,600	5,907,700	5,853,100
Economic Development	3,252,656	3,006,400	3,263,200	2,837,600
Environmental Services				
Office of the Commissioner	3,218,697	3,297,100	3,267,200	3,339,600
Architecture & Engineering	3,653,956	3,861,900	3,892,300	3,924,300
Operations	33,014,974	33,406,100	33,600,100	34,991,500
Water & Lighting	23,739,526	24,513,400	24,335,800	24,992,600
Equipment Services	6,136,780	6,361,200	6,257,000	6,320,400
Less: Intrafund Credit	<u>2,736,629</u>	<u>2,895,000</u>	<u>2,653,600</u>	<u>3,634,800</u>
	67,027,304	68,544,700	68,698,800	69,933,600
Emergency Communications	7,771,417	7,976,000	8,018,900	8,326,400
Police	59,332,219	62,525,800	62,769,800	63,626,400
Fire	37,477,694	37,151,700	37,660,000	36,957,500
Library				
Central Library	7,740,222	7,613,700	7,676,100	7,264,800
Community Library	<u>2,734,732</u>	<u>2,793,800</u>	<u>2,821,100</u>	<u>2,726,800</u>
	10,474,954	10,407,500	10,497,200	9,991,600

EXPENDITURE SUMMARY
SUMMARY OF APPROPRIATIONS

1-37

	Actual <u>2002-03</u>	Estimated <u>2003-04</u>	Amended <u>2003-04</u>	Approved <u>2004-05</u>
Parks, Recreation & Human Services				
Office of the Commissioner	1,558,250	1,797,100	1,871,800	1,733,000
Parks and Recreation	9,366,673	9,911,000	9,919,200	10,024,000
Special Services	4,391,639	4,500,100	4,479,700	4,179,400
Human Services	<u>1,765,959</u>	<u>1,920,000</u>	<u>2,400,500</u>	<u>1,790,400</u>
	17,082,521	18,128,200	18,671,200	17,726,800
Undistributed	58,975,204	66,234,800	67,217,700	85,713,600
Less: Intrafund Credit	<u>115,613</u>	<u>122,200</u>	<u>79,000</u>	<u>124,500</u>
	58,859,591	66,112,600	67,138,700	85,589,100
Contingency	0	2,441,200	2,441,200	5,982,900
CAPITAL				
Cash Capital	22,505,800	22,803,500	22,803,500	26,655,500
Debt Service	<u>34,615,400</u>	<u>33,886,200</u>	<u>33,886,200</u>	<u>33,312,500</u>
	57,121,200	56,689,700	56,689,700	59,968,000
TOTAL	343,204,540	359,040,500	362,738,100	387,068,000

**EXPENDITURE SUMMARY
SUMMARY BY MAJOR OBJECT OF EXPENSE**

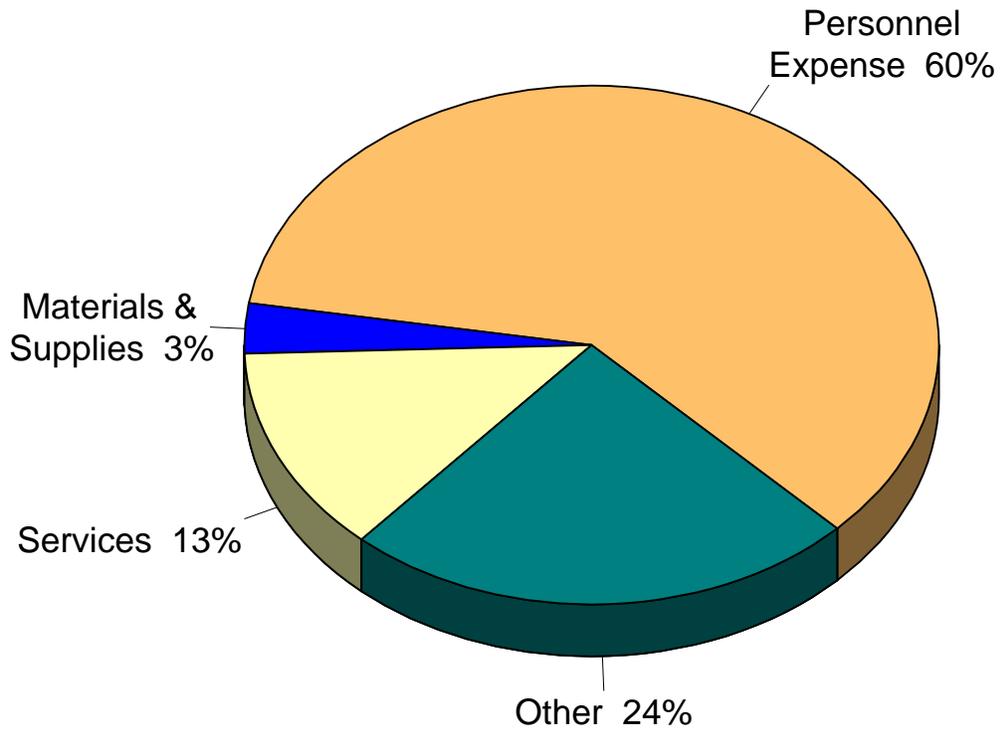
	<u>Actual</u> <u>2002-03</u>	<u>Estimated</u> <u>2003-04</u>	<u>Amended</u> <u>2003-04</u>	<u>Approved</u> <u>2004-05</u>
PERSONNEL EXPENSES				
City Council and Clerk	1,176,805	1,266,900	1,311,000	1,286,700
Administration	8,390,161	8,605,900	8,893,700	8,512,700
Law	1,453,886	1,589,900	1,610,800	1,598,700
Finance	5,978,772	6,329,200	6,356,900	6,479,500
Community Development	4,945,989	5,080,100	5,275,900	5,252,400
Economic Development	1,420,070	1,441,700	1,519,500	1,506,200
Environmental Services	29,541,223	30,253,400	30,413,300	30,721,600
Emergency Communications	6,863,317	7,122,000	7,103,500	7,360,500
Police	53,600,551	56,363,800	56,795,700	56,592,200
Fire	35,045,255	34,821,500	34,996,100	34,569,600
Library	7,957,904	7,734,700	7,672,100	7,502,800
Parks, Recreation and Human Services	9,240,314	9,252,200	9,601,100	9,394,200
Undistributed	<u>39,102,035</u>	<u>46,818,000</u>	<u>47,279,800</u>	<u>65,762,800</u>
	204,716,282	216,679,300	218,829,400	236,539,900
MATERIALS AND SUPPLIES				
City Council and Clerk	8,956	8,000	7,000	7,000
Administration	103,825	93,300	94,100	85,800
Law	56,493	55,100	55,100	46,700
Finance	180,729	181,200	211,000	180,300
Community Development	46,919	55,900	70,900	70,400
Economic Development	7,512	8,300	10,000	8,700
Environmental Services	6,040,588	6,102,500	6,234,800	6,347,000
Emergency Communications	99,511	91,400	101,600	124,100
Police	960,469	977,000	977,000	685,900
Fire	757,415	956,800	892,300	632,200
Library	927,151	979,000	966,500	872,200
Parks, Recreation & Human Services	<u>566,386</u>	<u>723,200</u>	<u>682,500</u>	<u>596,000</u>
	9,755,954	10,231,700	10,302,800	9,656,300
SERVICES				
City Council and Clerk	183,908	275,700	284,300	185,700
Administration	961,346	885,300	945,900	930,200
Law	175,725	200,100	200,100	180,400
Finance	1,598,759	1,842,800	1,996,300	1,712,600
Community Development	410,511	527,600	560,900	530,300
Economic Development	1,825,074	1,556,400	1,733,700	1,322,700
Environmental Services	27,993,559	28,079,200	27,699,700	28,849,400
Emergency Communications	808,589	762,600	813,800	841,800
Police	4,771,199	5,185,000	4,997,100	6,348,300
Fire	1,675,024	1,373,400	1,771,600	1,755,700
Library	1,586,569	1,607,800	1,593,600	1,556,600
Parks, Recreation & Human Services	7,179,863	8,077,300	8,291,000	7,654,100
Capital	<u>39,400</u>	<u>39,400</u>	<u>39,400</u>	<u>39,400</u>
	49,209,526	50,412,600	50,927,400	51,907,200

EXPENDITURE SUMMARY
SUMMARY BY MAJOR OBJECT OF EXPENSE

	Actual <u>2002-03</u>	Estimated <u>2003-04</u>	Amended <u>2003-04</u>	Approved <u>2004-05</u>
OTHER				
Environmental Services	6,188,563	7,004,600	7,004,600	7,650,400
Library	3,330	86,000	265,000	60,000
Parks, Recreation & Human Services	95,958	75,500	96,600	82,500
Undistributed	19,873,169	19,416,800	19,937,900	19,950,800
Contingency	0	2,441,200	2,441,200	5,982,900
Capital	<u>57,081,800</u>	<u>56,650,300</u>	<u>56,650,300</u>	<u>59,928,600</u>
	83,242,820	85,674,400	86,395,600	93,655,200
LESS: INTRAFUND CREDITS	3,720,042	3,957,500	3,717,100	4,690,600
Total	343,204,540	359,040,500	362,738,100	387,068,000

EXPENDITURE SUMMARY
SUMMARY BY MAJOR OBJECT OF EXPENSE

SUMMARY BY MAJOR OBJECT



Note: Does not reflect intrafund credits

EXPENDITURE SUMMARY
SUMMARY OF BUDGET AMENDMENTS

The adopted budget may, under certain circumstances, be amended by City Council. Upon written recommendation of the Mayor, City Council may transfer unencumbered balances from one department to another. The transfer is done by passage of an ordinance, which can amend multiple budgets. Examples of amendments are the transfer from Contingency to the departments for purposes of a wage settlement and the transfer of funds from a department with a surplus to one with a deficit. In addition, revenues from any source other than the property tax can be appropriated by City Council upon recommendation of the Mayor. Usually, this occurs upon receipt of a grant and entails increasing both expense and the offsetting revenue.

The summaries that follow present 2003-04 Budget amendments by department and by individual ordinance, which indicates the appropriation of additional revenue.

	Approved <u>Budget</u>	Amended <u>Budget</u>	<u>Change</u>	<u>Ordinances</u>
City Council & Clerk Administration:	1,442,300	1,602,300	160,000	2003-260, 2003-422
Mayor's Office	2,412,600	2,432,600	20,000	2004-68
NET	3,983,700	3,983,700	0	
Budget & Efficiency	701,600	701,600	0	
Human Resource Management	2,069,800	2,069,800	0	
Communications	746,000	746,000	0	
Law	1,866,000	1,866,000	0	
Finance	7,579,700	7,579,700	0	
Community Development	5,858,600	5,907,700	49,100	2003-264, 2003-404
Economic Development	3,263,200	3,263,200	0	
Environmental Services	68,352,200	68,698,800	346,600	2003-246, 2004-108
Emergency Communications	8,018,900	8,018,900	0	
Police	60,169,600	62,769,800	2,600,200	2003-293, 2003-326, 2003-364, 2003-365, 2003-366, 2003-390, 2003-392, 2004-35, 2004-36, 2004-92, 2004-93, 2004-118
Fire	37,237,300	37,660,000	422,700	2003-289, 2003-323, 2003-324, 2004-67
Library	10,337,200	10,497,200	160,000	2004-45
Parks, Recreation & Human Services	17,647,100	18,671,200	1,024,100	2003-409, 2003-411, 2004-9, 2004-11, 2004-79, 2004-80, 2004-102, 2004-105, 2004-107
Undistributed Expense	67,009,000	67,138,700	129,700	2003-353, 2003-364, 2003-365, 2003-404, 2003-422, 2004-118
Contingency	3,844,800	2,441,200	-1,403,600	2003-246, 2003-260, 2003-422, 2004-48, 2004-67, 2004-102, 2004-118
Cash Capital	21,518,000	22,803,500	1,285,500	2003-285, 2003-297, 2003-418, 2003-423, 2004-21, 2004-48, 2004-63, 2004-108, 2004-109, 204-114
Debt Service	<u>33,886,200</u>	<u>33,886,200</u>	<u>0</u>	
	357,943,800	362,738,1007	4,794,300	

**EXPENDITURE SUMMARY
SUMMARY OF BUDGET AMENDMENTS**

<u>Ordinance</u>	<u>Purpose</u>	<u>Amount</u>	<u>Department</u>
2003-246	County reimbursement for installation of pavement markers on non-arterial City streets	81,700	Environmental Services
		-81,700	Contingency
		0	
2003-260	Professional services agreement with Geiger & Rothenberg for legal representation	100,000	City Council & Clerk
		<u>-100,000</u>	Contingency
		0	
2003-264	Design Intern Program	33,800 *	Community Development
2003-285	Rapids Cemetery Improvements	5,000	Capital
2003-289	NYS Archives Grant	5,000 *	Fire
2003-293	Appropriation of Forfeiture Funds	22,000 *	Police
2003-297	Meacham Foundation Memorial Grant	4,000 *	Capital
2003-323	CERT Program	87,000 *	Fire
2003-324	Metropolitan Medical Response System	258,900 *	Fire
2003-326	Police Juvenile Justice Grants	15,600 *	Police
2003-353	Biracial Partnership Program	25,000 *	Undistributed
2003-364	Community Prosecution And Project Safe Neighborhoods Grant Program	208,100	Police
		<u>3,800</u>	Undistributed
		211,900 *	
2003-365	Weed And Seed Grant Program	116,600	Police
		<u>6,400</u>	Undistributed
		123,000 *	
2003-366	Local Law Enforcement Block Grant Program	10,000 *	Police
2003-390	Seat Belt Enforcement Program	17,000 *	Police
2003-392	Homeland Security Grant	657,000 *	Police
2003-404	Lead-Based Paint Hazard Control Programs	15,300	Community Development
		<u>4,600</u>	Undistributed
		19,900 *	
2003-409	Junior Recreation Leader Program	15,500 *	Parks, Recreation & Human Services

EXPENDITURE SUMMARY
SUMMARY OF BUDGET AMENDMENTS

<u>Ordinance</u>	<u>Purpose</u>	<u>Amount</u>	<u>Department</u>
2003-411	After School Program at School No. 28	11,200 *	Parks, Recreation & Human Services
2003-418	Water Funds	660,700 *	Capital
2003-422	Inspectors for Presidential Primary Election	60,000	City Council & Clerk
		4,500	Undistributed
		<u>-64,500</u>	Contingency
		0	
2003-423	Animal Services Equipment Grant	2,500 *	Capital
2004-9	Rochester After School Academy Program	624,900 *	Parks, Recreation & Human Services
2004-11	Adult Softball Program	15,300 *	Parks, Recreation & Human Services
2004-21	Columbarium Unit	29,000 *	Capital
2004-35	STEP Program	17,700 *	Police
2004-36	Appropriation of Forfeiture Funds	133,000 *	Police
2004-45	Additional County Funding	160,000 *	Library
2004-48	Genesee Street NET Office Leasehold Improvements	63,000	Capital
		<u>-63,000</u>	Contingency
		0	
2004-63	Fuel Storage Facilities at Fast Ferry Terminal	421,000 *	Capital
2004-67	Funding for Self-Contained Breathing Apparatus Purchase	71,800	Fire
		<u>-21,600</u>	Contingency
		50,200 *	
2004-68	Homicide Prevention Study	20,000 *	Mayor's Office
2004-79	Clarissa Street Reunion	10,000 *	Parks, Recreation & Human Services
2004-80	Quad A For Kids Grant	13,100 *	Parks, Recreation & Human Services
2004-92	Motor Vehicle Theft & Insurance Fraud Prevention Program	3,700 *	Police Department
2004-93	Appropriation of Forfeiture Funds	91,700 *	Police Department

**EXPENDITURE SUMMARY
SUMMARY OF BUDGET AMENDMENTS**

<u>Ordinance</u>	<u>Purpose</u>	<u>Amount</u>	<u>Department</u>
2004-102	Rochester Riverside Convention Center Improvements	210,000	Parks, Recreation & Human Services
		<u>-210,000</u>	Contingency
		0	
2004-105	Locust Hill Country Club Youth Caddie Program	7,000 *	Parks, Recreation & Human Services
2004-107	Rochester After School Academy II Program	117,100 *	Parks, Recreation & Human Services
2004-108	Adopt-A-Block Program	264,900	Environmental Services
		<u>-264,900</u>	Cash Capital
		0	
2004-109	Improvements to Baseball Fields at Genesee Valley Park	60,000 *	Cash Capital
2004-114	TraCS Project	305,200 *	Cash Capital
2004-118	Pilot Drug Control Project	1,307,800	Police
		85,400	Undistributed
		<u>-862,800</u>	Contingency
		530,400 *	

*Appropriation of additional revenue

EXPENDITURE SUMMARY
APPLICATION OF RELATED
EXPENDITURES & REVENUES

An informational display is provided on the next page which gives appropriations for each department or major subdivision, related expenditures, and revenues that are found elsewhere in the Budget. The City's budgeting and accounting systems place employee benefits, capital items, and debt in separate departments for monitoring and control purposes. This display distributes those expenses to the department to which they are judged most closely related. In this fashion, a sense of the overall expense level for a given department can be approximated. Intrafund credits, where applicable, have been subtracted from the department's budget to reflect net planned expenditures.

The display also distributes revenue that is judged related to a department. The *Application of Revenue* section, pages 1-31 to 1-33, provides additional detail on the sources of this revenue. This applied revenue is subtracted from the total expenditures for the departments, yielding a net expense for each department. This net amount is funded by the property tax and other General Fund revenues that are not applied.

**EXPENDITURE SUMMARY
APPLICATION OF RELATED
EXPENDITURES & REVENUES**

	Expense Current Budget	Employee Benefits	Cash Capital	Debt Service	Total Expenditures	Less Directly Applicable Revenue	Balance Required from Taxes and General Revenue
City Council and Clerk	1,479,400	618,800			2,098,200	495,000	1,603,200
Administration	9,528,700	4,172,000	5,000		13,705,700	2,553,800	11,151,900
Law	1,825,800	768,700			2,594,500	1,106,700	1,487,800
Finance	7,441,100	3,115,000	400,000		10,956,100	3,585,400	7,370,700
Community Development	5,853,100	2,525,600	2,450,000	1,067,600	11,896,300	5,009,200	6,887,100
Economic Development	2,837,600	791,700	1,745,000	4,138,700	9,513,000	5,809,200	3,703,800
Environmental Services	69,933,600	16,266,700	16,801,500	17,724,500	120,726,300	90,015,300	30,711,000
Emergency Communication	8,326,400	3,539,300	60,000	720,100	12,645,800	10,437,100	2,208,700
Police	63,626,400	27,140,200	2,533,000	2,024,500	95,324,100	6,337,800	88,986,300
Fire	36,957,500	16,623,000	1,065,000	440,300	55,085,800	1,741,500	53,344,300
Library	9,991,600	2,672,600	884,000	959,900	14,508,100	9,912,300	4,595,800
Parks, Rec. & Human Services	17,726,800	4,386,500	712,000	2,611,300	25,436,600	8,704,400	16,732,200
Undistributed*	2,969,000				2,969,000	928,300	2,040,700
Contingency	5,982,900				5,982,900		5,982,900
Cash Capital	N/A						
Debt Service**	N/A			3,625,600	3,625,600	3,061,700	563,900
Total		82,620,100	26,655,500	33,312,500	387,068,000	149,697,700	237,370,300

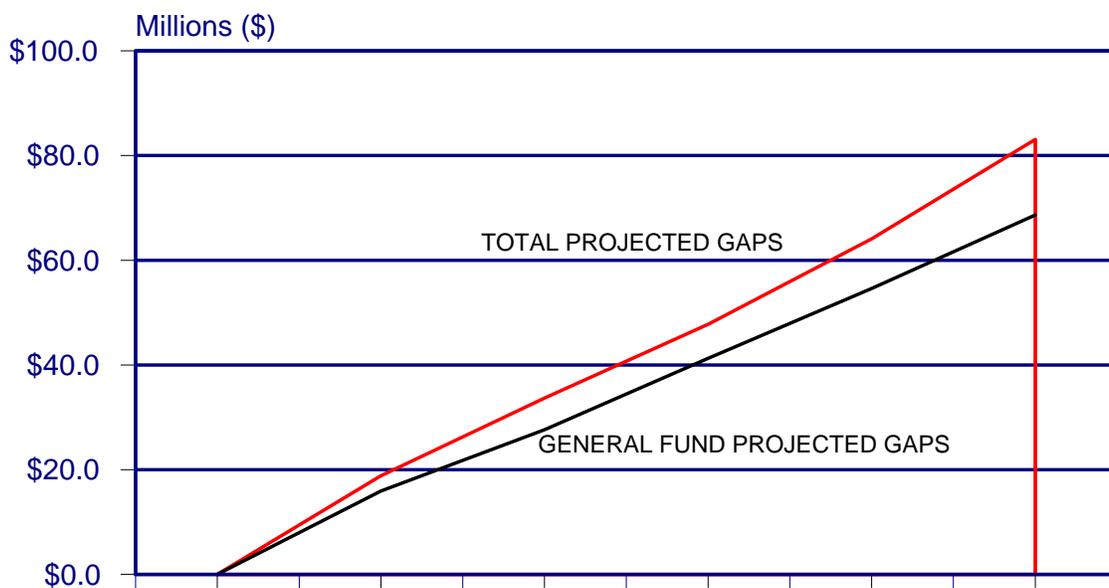
*Other expenses not distributed.
 **Includes only expenditures not distributed to departmental budgets.
 N/A - Not applicable: all expenditures distributed
 Net of all intrafund chargebacks

Introduction

The multi-year projection is a forecast of revenues and expenditures for City purposes only. It does not include a forecast for the City School District.

The multi-year projection is not a prediction of future events. Instead, the projection illustrates the City's fiscal condition over the next five years based on existing trends and specified assumptions. As indicated in forecast below, a gap for all funds of approximately \$18.8 million is expected for 2005-06. This gap accumulates to \$83.1million in 2009-2010.

PROJECTED CITY BUDGET GAPS



	2004-05	2005-06	2006-07	2007-08	2008-09	2009-10
GENERAL FUND —	\$0.0	\$15.9	\$27.6	\$41.3	\$54.6	\$68.7
ALL FUNDS □	\$0.0	\$18.8	\$33.7	\$47.8	\$64.1	\$83.1

MULTI-YEAR PROJECTION MAJOR ASSUMPTIONS & TRENDS

REVENUE

Property Tax

In recognition of the unusually high property tax burden that City taxpayers currently bear, and to stay competitive with other residential and commercial locations, the multi-year projection assumes a constant property tax level.

Sales Tax

A sales tax rate of 8.25% is assumed, with distributions according to the current formula. The taxable sales growth rate assumed is 2% per year for 2004-05 through 2009-10.

City School District

The City revenue allocation to the City School District is assumed constant at \$119.1 million.

Intergovernmental

The following actions are assumed of the Federal Government:

- 1. Continuation of the Community Development Block Grant adjusted for inflationary impact.

The following actions are assumed of the New York State Government:

- 1. Continuation of additional \$15.6 million in Supplemental Municipal Aid that was included in the 2004-05 Budget
- 2. General Purpose State aid is assumed constant.
- 3. Continuation of categorical and miscellaneous aid programs that were included in the New York State's 2004-05 budget (i.e. Consolidated Highway Improvement Program funds).

The following actions are assumed of Monroe County:

- 1. Continued funding, including recovery of inflationary cost increases, of the emergency communications system.
- 2. Continued funding of a portion of downtown police services.

Fees and Enterprise Revenues

The multi-year projection assumes no change in all major service charges (water, refuse collection, front foot assessment). No parking rate increase is assumed.

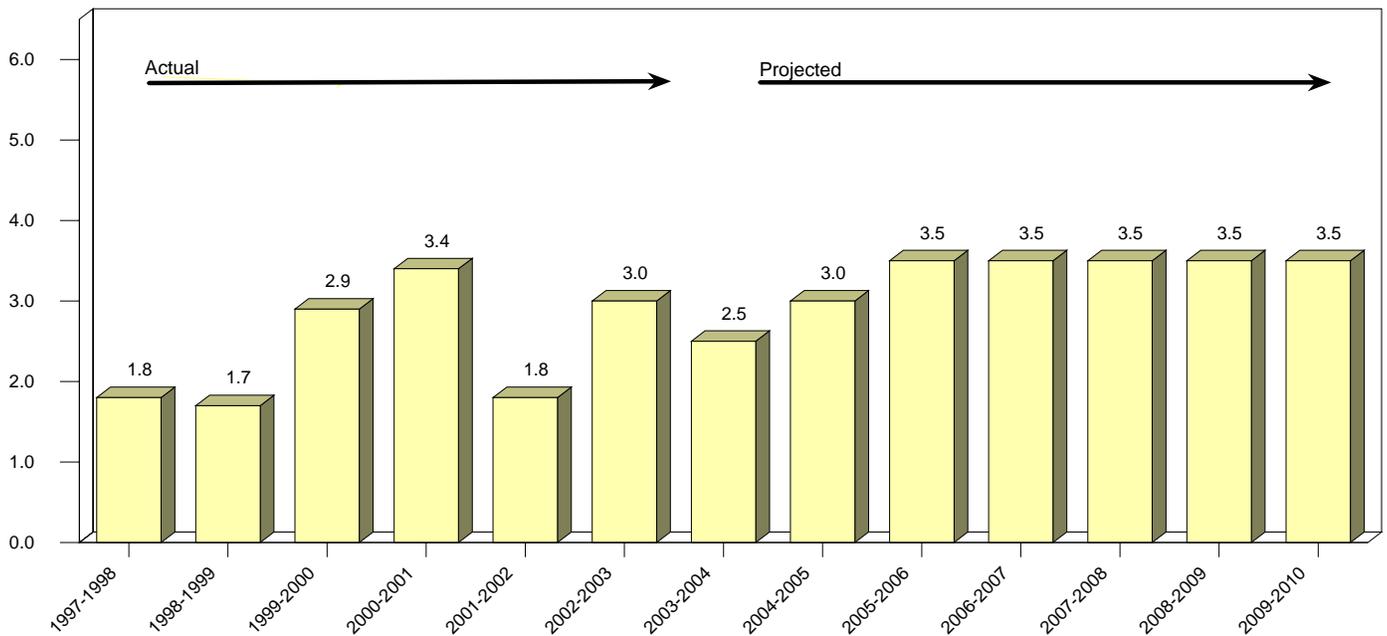
Other Revenues

The multi-year projection assumes the appropriation of \$3.7 million General Fund surplus in 2005-06, and zero thereafter. The transfer of funds from the retirement reserve is anticipated to fund only the retirement debt service.

EXPENSE

Inflation is responsible for the most significant pressure on projected expenditures. The Consumer Price Index (CPI) is projected to increase 3.0% in 2004-05 and 3.5% for each year thereafter. The effects of inflation on the operating budget are direct and immediate, resulting in increased costs for employee wages and salaries, construction projects, materials, and other services. Cost increases based on expected inflation rates and current labor agreements are reflected in the multi-year expense projection.

MULTI-YEAR INFLATION RATES



The multi-year projection assumes a constant level of services. Only programmatic and service changes currently known are recognized. The constant services approach does not take into account changes in the demand for service.

Expenditure forecasts for Cash Capital and Debt Service are based on the City's 2005-2009 Capital Improvement Program.

Retirement expense reflects projections based on the most recent information from the New York State Retirement System. Projections for active employee hospitalization and medical insurance assume 15% in 2005-06 and each year thereafter. Projections for retiree hospitalization and medical insurance assume 15% in 2005-06 and each year thereafter. A contribution of \$1,000,000 to the insurance reserve is projected in 2003-04 and each year thereafter with an inflationary adjustment. The projected debt service reflects projects in the Capital Improvement Program.

CLOSING THE GAP

A funding gap is anticipated for each year of the projection. Since New York State Law requires that municipalities prepare balanced budgets, it is necessary that actions be taken to eliminate the gap. Actions are likely to be combinations of the revenue and expenditure options listed below.

Revenue Options

Because adjustments to existing taxes (except property taxes) have been included in the projection, revenue options are limited to the following:

- ⋮ Intergovernmental aid increase.
- ⋮ New tax authorizations.
- ⋮ Property tax increase.
- ⋮ Service charge increase.
- ⋮ Expand use of Enterprise activities

Expenditure Options

Major expenditure options to eliminate the gap are to:

- ⋮ Improve productivity – Through improved use of technological advances and innovative management techniques, cost reductions can be realized without reducing service levels.
- ⋮ Reduce service – If the options above are not sufficient to eliminate the funding gap, service reductions or eliminations will be required.
- ⋮ Consolidate services with other units of government.
- ⋮ Negotiate savings in collective bargaining agreements.

FUND ACCOUNTING

In accordance with generally accepted accounting principles, the City records financial transactions of its operations in various funds, each of which is a separate entity. Funds that do not generate sufficient revenues from operations are supported by property tax revenue. Following is a description of the funds and a table summarizing transactions in these funds during 2004-05.

GENERAL FUND

This is Rochester's principal fund and includes all operations not contained in other funds.

WAR MEMORIAL FUND

This fund includes the Blue Cross Arena at the Rochester War Memorial operations.

ANIMAL CONTROL FUND

This fund includes the operation of Animal Control. Under Article 7 of the Agriculture and Markets Law, licensing and impoundment fees, fines and penalties are deposited in this fund and are used solely for animal control purposes.

PARKING FUND

This fund includes operations of Rochester's parking garages, lots, and meters.

LIBRARY FUND

This fund includes operations of the Central and Community libraries. Under Section 259 of the Education Law, all moneys received from taxes or other public sources for library purposes are to be maintained in a separate fund.

CEMETERY FUND

This fund includes operations of Mt. Hope and Riverside Cemeteries.

LOCAL WORKS FUND

This fund includes street cleaning, roadway plowing and salting, sidewalk plowing, and hazardous sidewalk replacement. Revenues are derived primarily from front footage charges to property owners for services rendered.

PUBLIC MARKET FUND

This fund includes the operations of Rochester's Public Markets.

WATER FUND

This fund includes water production, treatment, and distribution.

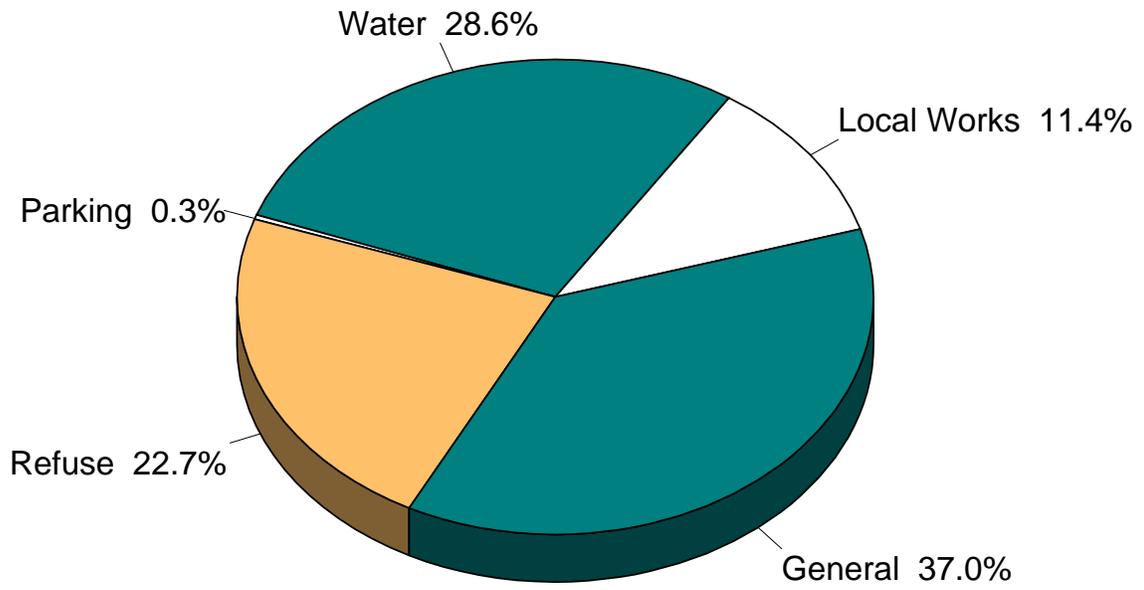
REFUSE FUND

This fund includes refuse collection and disposal operations.

FUND SUMMARY

<u>FUND SUMMARY</u>	<u>General</u>	<u>Animal Control</u>	<u>Library</u>	<u>Local Works</u>	<u>Water</u>	<u>War Memorial</u>	<u>Parking</u>	<u>Cemetery</u>	<u>Public Market</u>	<u>Refuse</u>	<u>Total</u>
<u>Expense</u>											
City Council and Clerk	1,479,400										1,479,400
Administration	9,528,700										9,528,700
Law	1,825,800										1,825,800
Finance	7,441,100										7,441,100
Community Development	5,853,100										5,853,100
Economic Development	1,617,800						1,219,800				2,837,600
Environmental Services	23,616,600			8,380,200			164,500				69,933,600
Emergency Communications	8,326,400										8,326,400
Police	62,571,800	1,054,600									63,626,400
Fire	36,957,500										36,957,500
Library	0		9,991,600								9,991,600
Parks, Recreation & Human Services	14,709,800					972,100		1,566,500	478,400		17,726,800
Undistributed Expenses	73,010,700	268,900	2,681,800	2,065,300	2,949,100	73,400	228,400	409,300	45,100	3,857,100	85,589,100
Contingency	5,982,900										5,982,900
Cash Capital	18,024,500		884,000	2,076,000	3,380,000	78,000	545,000	247,000	23,000	1,398,000	26,655,500
Debt Service	20,831,900		959,900	8,100	6,674,700	2,040,100	2,245,100	1,800	518,600	32,300	33,312,500
Total	291,778,000	1,323,500	14,517,300	12,529,600	34,050,600	3,163,600	4,402,800	2,224,600	1,065,100	22,012,900	387,068,000
Revenue											
Property Tax	120,563,000	1,072,900	4,605,000			494,300		667,300	504,300		127,906,800
Other Taxes	145,736,100										145,736,100
Departmental Income	5,377,000	150,400	2,166,300	12,407,500	32,311,800	1,670,600	4,110,500	1,463,000	541,300	21,910,000	82,108,400
Use of Money and Property	1,215,400	7,800		65,000	37,600	2,900	16,300	92,600	1,100	53,000	1,491,700
Fines and Forfeiture	4,660,500	42,000					207,600				4,910,100
Licenses and Permits	1,999,000	23,400									2,022,400
Sale of Property & Compensation	1,277,200										1,277,200
Miscellaneous	6,024,000			17,000	218,800		67,800			17,600	6,345,200
Intergovernmental-State	80,900,400		732,700	32,000							81,665,100
Intergovernmental-Federal	6,040,600										6,040,600
Intergovernmental-Other	13,421,300		6,620,000			924,300					20,965,600
Interfund Revenue	(95,436,500)										(95,436,500)
Non-General Fund:											
Transfer/Retirement Reserve			13,300	8,100	34,100	500	600	1,700	800	32,300	91,400
Transfer/Premium & Interest		27,000			621,100				17,600		638,700
Appropriation of Fund Balance			380,000		827,200	71,000					1,305,200
Total	291,778,000	1,323,500	14,517,300	12,529,600	34,050,600	3,163,600	4,402,800	2,224,600	1,065,100	22,012,900	387,068,000

OPERATING BUDGET BY FUND



Note: Does not reflect intrafund credits

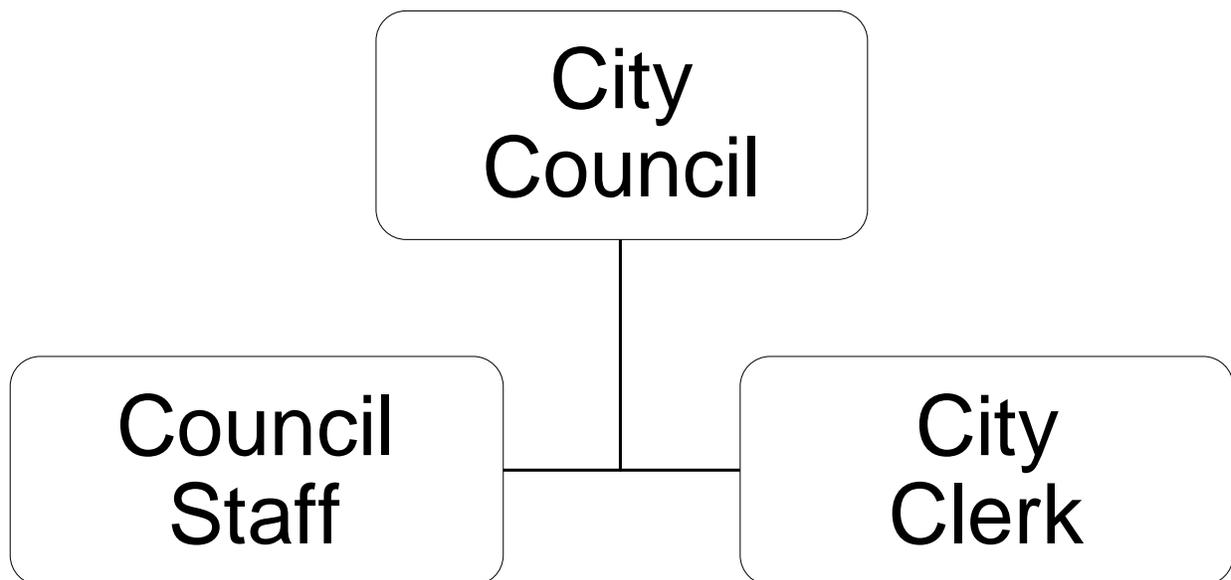
Purpose

The City Council governs the City through the enactment of local laws, ordinances, and resolutions. It has nine members elected to overlapping four year terms, with four elected from districts and five from the City at large. The President of City Council is elected by members of Council and presides over its meetings.

The Office of the City Clerk maintains official records of the proceedings of the City Council. It issues several types of licenses and administers compensation of City election inspectors.

Organization

The Department has two major units: City Council and the Office of the City Clerk.



Year-to-Year Comparison

<u>Activity</u>	<u>Budget 2003-04</u>	<u>Budget 2004-05</u>	<u>Change</u>	<u>Percent Change</u>
City Council	989,600	913,900	-75,700	-7.6%
Office of the City Clerk	257,500	261,300	3,800	1.5%
Licensing	137,000	148,400	11,400	8.3%
Elections	<u>218,200</u>	<u>155,800</u>	<u>-62,400</u>	-28.6%
Total	1,602,300	1,479,400	-122,900	-7.7%
Employee Years	27.2	27.2	0.0	0.0%

Change Detail

<u>Salary & Wage Adjustment</u>	<u>General Inflation</u>	<u>Chargebacks</u>	<u>Vacancy Allowance</u>	<u>Miscellaneous</u>	<u>Major Change</u>	<u>Total</u>
38,100	300	-600	0	-900	-159,800	-122,900

Major Change

As proposed by the Mayor:

One time allocation for professional services completed -100,000

One time allocation for presidential primary completed -60,000

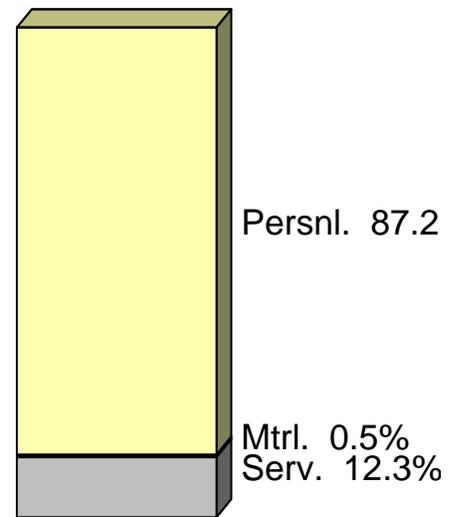
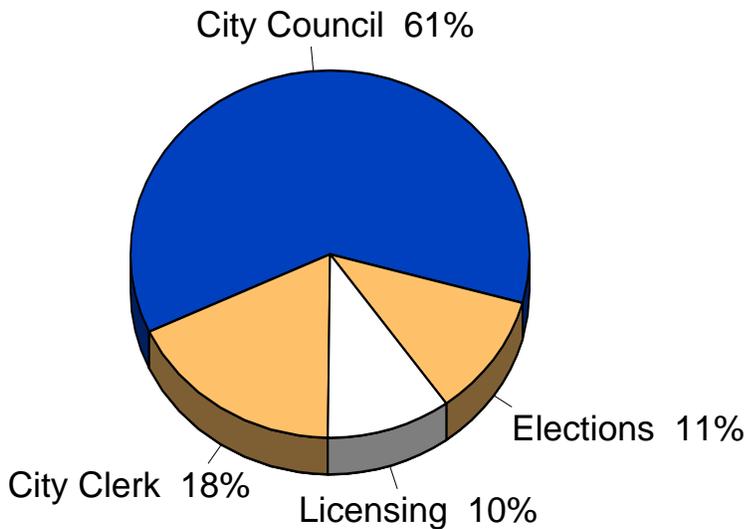
Allocations for professional services, travel and training and miscellaneous items are reduced due to budget constraints -4,800

As amended by City Council:

Funds were added for a Violence Against Women ad campaign 5,000

CITY COUNCIL AND CLERK
EXPENDITURE SUMMARY

	<u>Actual</u> <u>2002-03</u>	<u>Estimated</u> <u>2003-04</u>	<u>Amended</u> <u>2003-04</u>	<u>Approved</u> <u>2004-05</u>
Appropriation by Major Object				
Personnel Expenses	1,176,805	1,266,900	1,311,000	1,286,700
Materials & Supplies	8,956	8,000	7,000	7,000
Services	183,908	275,700	284,300	185,700
Other	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	1,369,669	1,550,600	1,602,300	1,479,400
Appropriation by Activity				
City Council	825,157	985,600	989,600	913,900
Office of the City Clerk	272,810	262,800	257,500	261,300
Licensing	145,659	141,900	137,000	148,400
Elections	<u>126,043</u>	<u>160,300</u>	<u>218,200</u>	<u>155,800</u>
Total	1,369,669	1,550,600	1,602,300	1,479,400
Employee Years by Activity				
City Council	8.8	8.8	8.8	8.8
Office of the City Clerk	3.8	3.8	3.8	3.8
Licensing	4.1	4.1	4.1	4.1
Elections	<u>10.3</u>	<u>10.6</u>	<u>10.5</u>	<u>10.5</u>
Total	27.0	27.3	27.2	27.2



CITY COUNCIL

This activity includes the salaries of members of the City Council and appropriations for Council research, support staff, and other related expenses.

OFFICE OF THE CITY CLERK

This activity prepares the agendas for City Council meetings, records the proceedings, and prints and distributes the minutes. It prints supplements and amendments to the City Code and Charter. It also advertises public hearings and notifies the Secretary of State of changes in local laws. It also administers and audits the payroll for City election inspectors.

LICENSING

This activity receives applications and payments for licenses for businesses, occupations, bingo games, marriages, passports, dogs, games of chance, fire and burglar alarms, and handicapped parking permits. It prepares related reports for City, County, and State agencies.

Program Change

The taxi hack plate system changes from a closed system to and open one.

Performance Indicators	<u>Actual 2002-03</u>	<u>Estimated 2003-04</u>	<u>Budget 2003-04</u>	<u>Budget 2004-05</u>
DEMAND				
License applications:				
● Dog	4,250	4,535	4,530	4,450
● Marriage	1,616	1,615	1,670	1,655
● Duplicate Marriage	1,109	1,335	1,220	1,240
● Commissioner of Deeds	213	190	200	195
● Business	1,857	1,894	3,120	1,972
● Hack Plates	262	260	N/A	300
● Taxicab drivers	646	626	N/A	600
● Other taxicab	235	251	N/A	262
● Domestic Partnerships	103	115	90	95
Alarm permits	9,488	9,015	10,000	12,000
Handicapped parking	2,539	3,000	4,500	4,000
Marriage ceremonies	469	470	460	465
Passports	286	220	300	265
WORKLOAD				
Licenses processed:				
● Dog	4,250	4,535	4,530	4,450
● Marriage	1,616	1,615	1,670	1,655
● Duplicate Marriage	1,109	1,335	1,220	1,240
● Commissioner of Deeds	213	190	200	195
● Business	1,857	1,894	3,120	1,972
● Hack Plates	262	260	N/A	300
● Taxicab drivers	646	626	N/A	600
● Other taxicab	235	251	N/A	262
● Domestic Partnerships	103	90	90	95
Alarm permits	9,488	9,015	10,000	12,000
Handicapped parking	2,539	3,000	4,500	4,000
Marriage ceremonies	469	460	460	465
Passports	286	220	300	265

N/A - Not Applicable

ELECTIONS – R2010 Campaign #1 - Involved Citizens
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The Elections activity consists of salary and training expenses for election inspectors. Inspectors, who are directly supervised by the Monroe County Board of Elections, administer election laws and procedures at local polling places. They record, certify, and transmit election returns to the County Board of Elections.

Performance Indicators	<u>Actual 2002-03</u>	<u>Estimated 2003-04</u>	<u>Budget 2003-04</u>	<u>Budget 2004-05</u>
DEMAND				
Primary elections	1	2	1	1
General elections	1	1	1	1
Election districts	235	235	235	235
WORKLOAD				
Election inspector hours:				
● Primary elections	5,122	10,100	5,400	5,200
● General election	13,358	12,744	13,400	13,000

CITY COUNCIL AND CLERK
PERSONNEL SUMMARY

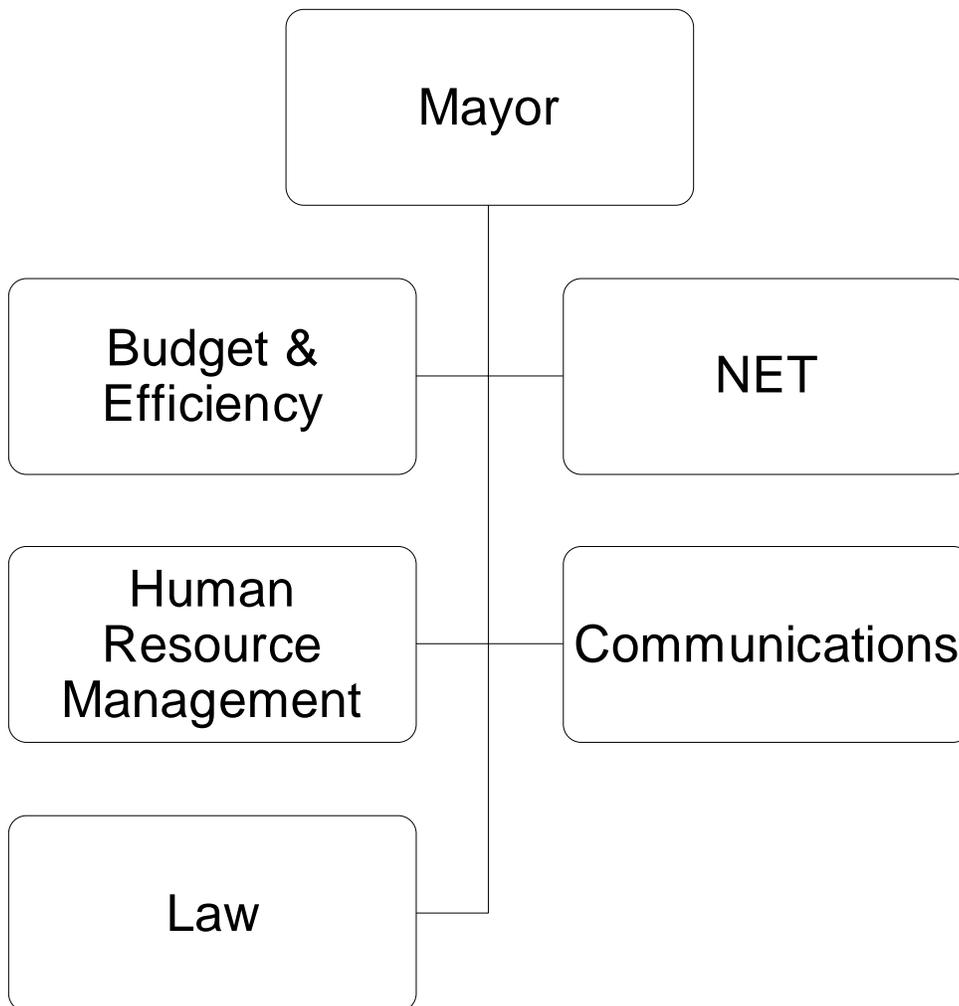
FULL TIME POSITIONS				City Council	Office of the City Clerk	Licensing	Elections
Br.	Title	Budget 2003-04	Approved 2004-05				
36	Chief of Staff	1	1	1			
31	City Clerk	1	1		1		
28	Senior Legislative Coordinator	1	1	0.6	0.4		
24	Senior Legislative Analyst	2	2	2			
20	Senior Legislative Assistant	1	1			1	
16	Legislative Assistant	2	2	0.3	1.5	0.2	
16	Secretary to Council	1	1	1			
11	Receptionist to City Council	1	1	0.5	0.5		
7	Clerk III	2	2			2	
FX	President-City Council	(1)	(1)	(1)			
FX	Vice President-City Council	(1)	(1)	(1)			
FX	Council Member	(7)	(7)	(7)			
() = not in totals							
EMPLOYEE YEARS							
Full Time		12.0	12.0	5.4	3.4	3.2	0.0
Overtime		0.0	0.0	0.0	0.0	0.0	0.0
Part Time, Temporary, Seasonal		16.2	16.2	3.6	0.5	1.0	11.1
Less: Vacancy Allowance		<u>1.0</u>	<u>1.0</u>	<u>0.2</u>	<u>0.1</u>	<u>0.1</u>	<u>0.6</u>
Total		27.2	27.2	8.8	3.8	4.1	10.5

Purpose

Administration performs the City's executive and central support functions. These include managing City departments, implementing policies for affirmative action, resolving and preventing chronic quality of life, nuisance and disorder issues, preparing and administering the annual budget and capital programs, providing centralized personnel, civil service, and communications functions, distributing information, examining and evaluating City programs, and attending to the legal business of the City.

Organization

Administration consists of six major units: Mayor's Office, NET Office, Bureau of Budget and Efficiency, Bureau of Human Resource Management, Bureau of Communications, and Law Department.



Year-to-Year Comparison

<u>Main Functions</u>	<u>Budget 2003-04</u>	<u>Budget 2004-05</u>	<u>Change</u>	<u>Percent Change</u>
Mayor's Office	2,432,600	2,341,800	-90,800	-3.7%
NET	3,983,700	3,805,800	-177,900	-0.4%
Budget & Efficiency	701,600	682,300	-19,300	-2.8%
Human Resource Management	2,069,800	1,969,700	-100,100	-4.8%
Communications	746,000	729,100	-16,900	-2.3%
Law Department	<u>1,866,000</u>	<u>1,825,800</u>	<u>-40,200</u>	-2.2%
Total	11,799,700	11,354,500	-445,200	-2.4%
Employee Years	200.9	191.1	-9.8	-4.9%

Change Detail

<u>Salary & Wage Adjustment</u>	<u>General Inflation</u>	<u>Chargebacks</u>	<u>Vacancy Allowance</u>	<u>Miscellaneous</u>	<u>Major Change</u>	<u>Total</u>
365,100	5,700	-10,000	0	900	-806,900	-445,200

Major Change As proposed by the Mayor:

Four full time and four part time positions assigned to general inspection services in NET are eliminated due to budget constraints	-346,700
One full time and three temporary positions are abolished in Human Resource Management. Three vacant positions are reclassified downward	-166,300
A self-supporting enhanced Certificate of Use program is established, two full time and four part time positions are added	163,500
Three vacant positions are abolished in the Mayor's Office due to budget constraints	-138,400
Reductions in supplies and services due to efficiencies and budget constraints	-67,200
Two full time positions are converted to part time in the Law Department	-44,400
One temporary full time position in Communications is reduced to a limited number of on-call hours	-26,700
Part time inspection services in NET are added on weekends	20,000

 As amended by City Council:

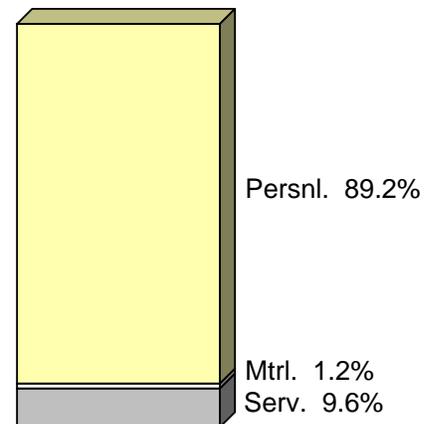
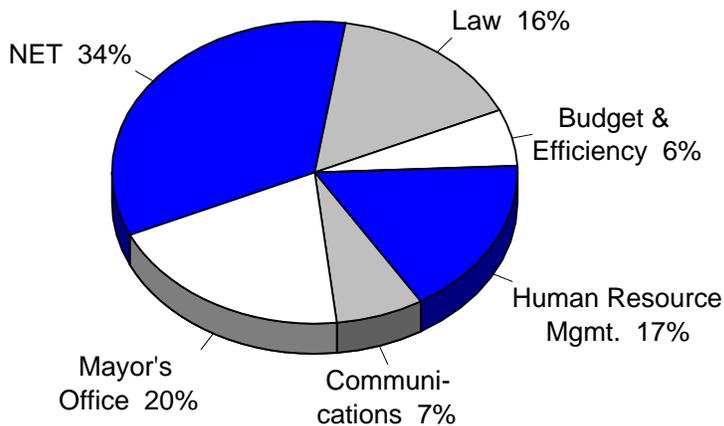
Enhanced Certificate of Use program is deferred	-163,500
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ADMINISTRATION
EXPENDITURE SUMMARY

	Actual <u>2002-03</u>	Estimated <u>2003-04</u>	Amended <u>2003-04</u>	Approved <u>2004-05</u>
Appropriation by Major Object				
Personnel Expenses	9,844,047	10,195,800	10,504,500	10,111,400
Materials & Supplies	160,318	148,400	149,200	132,500
Services	1,137,071	1,085,400	1,146,000	1,110,600
Other	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	11,141,436	11,429,600	11,799,700	11,354,500

Appropriation by Activity				
Mayor's Office	2,247,354	2,384,700	2,432,600	2,341,800
NET	3,868,923	3,901,500	3,983,700	3,805,800
Budget & Efficiency	675,099	666,300	701,600	682,300
Human Resource Management	1,961,676	1,886,300	2,069,800	1,969,700
Communications	702,280	745,700	746,000	729,100
Law Department	<u>2,247,354</u>	<u>2,384,700</u>	<u>2,432,600</u>	<u>2,341,800</u>
Total	11,141,436	11,429,600	11,799,700	11,354,500

Employee Years by Activity				
Mayor's Office	35.6	35.7	36.3	34.3
NET	77.3	71.6	73.9	71.7
Budget & Efficiency	12.2	11.6	11.7	10.7
Human Resource Management	38.3	38.7	41.0	38.4
Communications	12.0	11.6	13.0	12.0
Law Department	<u>25.0</u>	<u>25.0</u>	<u>25.0</u>	<u>24.0</u>
Total	200.4	194.2	200.9	191.1



**ADMINISTRATION
MAYOR'S OFFICE**

The Mayor is the chief executive officer of the City and is elected by the citizens to a four-year term. The Mayor is empowered to enforce City laws and ordinances, appoint and remove department heads, develop programs and policies, prepare the operating and capital budgets, and examine the performance of all City operations. The Mayor also is responsible for the City's intergovernmental relations.

Year-to-Year Comparison

	<u>2003-04</u>	<u>2004-05</u>	<u>Change</u>
Budget	2,432,600	2,341,800	-90,800
Employee Years	36.3	34.3	-2.0

Change Detail

<u>Salary & Wage Adjustment</u>	<u>General Inflation</u>	<u>Chargebacks</u>	<u>Vacancy Allowance</u>	<u>Miscellaneous</u>	<u>Major Change</u>	<u>Total</u>
46,600	3,900	-17,800	0	100	-123,600	-90,800

Major Change

Three vacant positions are eliminated due to budget constraints	-138,400
A grant funded position formerly assigned to the Budget Bureau transfers to the Mayor's Office for administration of Weed and Seed grant funds	47,300
One time funding for a homicide prevention study is concluded	-20,000
Travel and training is reduced due to budget constraints	-12,500

MAYOR'S OFFICE

This activity assists the Mayor in performing official duties, including coordinating management of City departments and intergovernmental relations. It also serves as the City's central headquarters for volunteer recruitment, referral, and tracking.

AUDIT & REVIEW

This unit examines and evaluates the controls, compliance, and performance of City programs through audits, evaluations, and special studies. It consults with management staff to enhance and strengthen program performance. It also monitors bingo activity conducted in the City.

Performance Indicators

	<u>Actual 2002-03</u>	<u>Estimated 2003-04</u>	<u>Budget 2003-04</u>	<u>Budget 2004-05</u>
DEMAND				
Projects scheduled:				
● Audits	20	20	21	20
● Reviews and consultations	9	9	9	9
● Bingo expense reviews	6	6	6	6
● Payroll field checks	15	15	15	15
Bingo games conducted	1,670	1,650	1,650	1,650

Performance Indicators

	<u>Actual 2002-03</u>	<u>Estimated 2003-04</u>	<u>Budget 2003-04</u>	<u>Budget 2004-05</u>
WORKLOAD				
Projects completed:				
● Audits	20	20	21	20
● Reviews and consultations	9	9	9	9
● Bingo expense reviews	6	6	6	6
● Payroll field checks	15	15	15	15
Bingo games inspected	141	180	110	150

PATHWAYS TO PEACE – R2010 Campaign #3 - Health, Safety & Responsibility

This unit identifies at-risk youth between the ages of 12 and 25 who are in need of prevention and intervention services. It collaborates with community service providers and law enforcement. It proactively addresses youth via referrals to appropriate services, follows up to referrals and services, and monitors results of violence reduction among youth in the City.

Performance Indicators

	<u>Actual 2002-03</u>	<u>Estimated 2003-04</u>	<u>Budget 2003-04</u>	<u>Budget 2004-05</u>
DEMAND				
Juvenile crimes*	731	1,000	2,000	1,000
WORKLOAD				
Client caseload	290	400	400	250
Anti-violence presentation recipients*	3,055	2,000	2,000	4,600

*Only Part I violent crimes are reported due to focus on gangs and the most violent youth. This focus decreases the number of youth referred as clients but increases quality of service. It also allows for an increase in prevention workshops and attendance at the annual *Peace Fest*.

SPECIAL PROJECTS UNIT – R2010 Campaign #1 - Involved Citizens

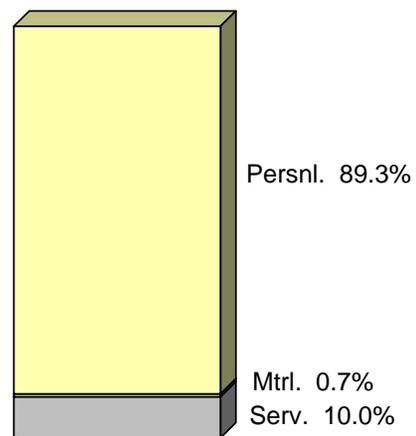
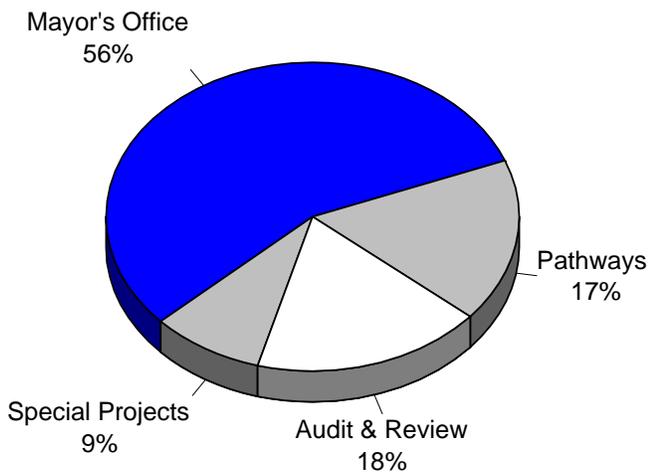
This unit oversees the implementation of the City's comprehensive plan, *Rochester 2010: The Renaissance Plan*. It is responsible for developing the implementation structure and work plan. The unit also coordinates City departmental and public involvement in the plan.

**ADMINISTRATION
MAYOR'S OFFICE
EXPENDITURE SUMMARY**

	Actual <u>2002-03</u>	Estimated <u>2003-04</u>	Amended <u>2003-04</u>	Approved <u>2004-05</u>
Appropriation by Major Object				
Personnel Expenses	1,883,237	2,105,900	2,135,400	2,090,900
Materials & Supplies	27,757	15,200	16,400	16,700
Services	336,360	263,600	280,800	234,200
Other	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	2,247,354	2,384,700	2,432,600	2,341,800

Appropriation by Activity				
Mayor's Office	1,285,398	1,389,000	1,423,100	1,301,200
Audit & Review	384,269	409,600	420,600	431,300
Pathways to Peace	372,666	375,000	378,500	392,900
Special Projects Unit	<u>205,021</u>	<u>211,100</u>	<u>210,400</u>	<u>216,400</u>
Total	2,247,354	2,384,700	2,432,600	2,341,800

Employee Years by Activity				
Mayor's Office	18.1	18.2	18.6	16.6
Audit & Review	6.3	6.5	6.7	6.7
Pathways to Peace	8.1	8.0	8.0	8.0
Special Projects Unit	<u>3.1</u>	<u>3.0</u>	<u>3.0</u>	<u>3.0</u>
Total	35.6	35.7	36.3	34.3



ADMINISTRATION
MAYOR'S OFFICE
PERSONNEL SUMMARY

FULL TIME POSITIONS				Mayor's Office	Audit & Review	Pathways to Peace	Special Projects Unit
Br.	Title	Budget 2003-04	Approved 2004-05				
FX	Mayor	1	1	1			
FX	Deputy Mayor	1	1	1			
36	Assistant to Mayor	1	1	1			
36	Chief of Staff	1	1	1			
35	Director of Special Projects	1	1				1
32	Manager, Internal Audit	1	1		1		
29	Executive Staff Assistant IV	2	2	2			
28	Principal Field Auditor	1	1		1		
26	Associate Field Auditor	1	1		1		
26	Dir. of VolIntr. & Comm. Affairs	1	1	1			
26	Executive Staff Assistant III	2	2	1			1
26	Youth Intervention Supervisor	1	1			1	
23	Executive Staff Assistant II	2	2	2			
21	Secretary to Mayor	1	1	1			
20	Executive Assistant	1	1	1			
20	Executive Staff Assistant I	2	0				
20	Sr. Youth Intervention Specialist	1	1			1	
20	Teen Court Coordinator	1	1	1			
20	Weed and Seed Coordinator	0	1	1			
18	Secretary to Chief of Staff	1	0				
18	Secretary to the Deputy Mayor	1	1	1			
18	Senior Field Auditor	2	2		2		
18	Youth Intervention Specialist	4	4			4	
18	Youth Intervention Specialist Bilingual	1	1			1	
16	Administrative Assistant	1	1		1		
11	Receptionist to the Mayor	1	1	1			
11	Secretary Bilingual	0	1			1	
11	Secretary/Stenographer	1	0				
6	Receptionist Typist	1	1				1
EMPLOYEE YEARS							
	Full Time	35.0	33.0	16.0	6.0	8.0	3.0
	Overtime	0.0	0.0	0.0	0.0	0.0	0.0
	Part Time, Temporary, Seasonal	1.3	1.3	0.6	0.7	0.0	0.0
	Less: Vacancy Allowance	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>
	Total	36.3	34.3	16.6	6.7	8.0	3.0

ADMINISTRATION NET OFFICE

The Neighborhood Empowerment Team (NET) Office consists of ten teams of City employees, with one team assigned to each of the ten Neighbors Building Neighborhoods (NBN) sectors. Each team includes property inspectors and sworn Police personnel to focus on resolution and prevention of chronic quality of life, nuisance, and disorder issues. Traditional Certificate of Occupancy and property complaint services are also provided by NET. The NET teams are based in six site offices located throughout the City.

Expenditures for non-Police personnel and support costs of operating the NET offices are included in this budget. Salary costs for sworn Police personnel assigned to NET teams are included in the Police Department budget.

<u>NET Area</u>	<u>Office Location</u>
A	1494 Dewey Avenue
B	492 Lyell Avenue
C	998 Genesee Street
D	846 S. Clinton Avenue
E	212 Webster Avenue
F	500 Norton Street

This Office includes expenditures related to the administration of NET, the operation of six NET field offices, and the conduct of inspection functions. It issues Notice and Orders that notify property owners of code violations, and issues Certificates of Occupancy, which verify compliance with applicable codes. It maintains the computer based Building Information System and other Bureau records. This includes processing of tickets and fines when voluntary compliance is not achieved. This unit also manages the nuisance abatement process and acts as a liaison to the Parking and Municipal Code Violations Bureau. This unit also performs inspections for the Monroe County Department of Social Services (MCDSS) Move In/Move Out Inspection Program and for the Proactive Property Management Project.

The 2004-05 work plan includes the following:

Objective	R2010 Campaigns Supported	Projected Completion
Initiate enhanced Certificate of Use program	#3 - Health, Safety and Responsibility #9 - Healthy Urban Neighborhoods	First Quarter
Complete Champion Streets program	#3 - Health, Safety and Responsibility #9 - Healthy Urban Neighborhoods	Second Quarter
Complete Challenged Street program at Maria Street, Fulton Avenue, Saxton Street	#3 - Health, Safety and Responsibility #9 - Healthy Urban Neighborhoods	Fourth Quarter

Year-to-Year Comparison

	<u>2003-04</u>	<u>2004-05</u>	<u>Change</u>
Budget	3,983,700	3,805,800	-177,900
Employee Years	73.9	71.7	-2.2

ADMINISTRATION
NET OFFICE

Change Detail

<u>Salary & Wage Adjustment</u>	<u>General Inflation</u>	<u>Chargebacks</u>	<u>Vacancy Allowance</u>	<u>Miscellaneous</u>	<u>Major Change</u>	<u>Total</u>
201,800	700	7,200	0	0	-387,600	-177,900

Major Change

As proposed by the Mayor:

Inspection and inspection support in the Sector Office is reduced as required by budget constraints, two full time and four part time positions are eliminated	-208,700
A self-supporting enhanced Certificate of Use program is established, two full time and four part time positions are added	163,500
Restructuring of records management operations results in the abolishment of two full time positions and other reductions	-138,800
An adjustment in the allocation of mileage allowance results in savings	-57,400
Part time inspection services are added on weekends	20,000
Productivity improvements result in savings	-2,700

As amended by City Council:

Enhanced Certificate of Use program is deferred	-163,500
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Performance Indicators

	<u>Actual 2002-03</u>	<u>Estimated 2003-04</u>	<u>Budget 2003-04</u>	<u>Budget 2004-05</u>
DEMAND				
Complaints:				
● Drug locations	1,533	1,750	1,500	1,700
● Nuisance locations	536	630	500	675
● Prostitution	127	160	120	140
● Disorderly residents	562	600	500	600
● Excessive noise (property)	427	480	400	450
● High grass, trash & debris	4,864	5,000	4,700	5,200
● Illegal parking (Right-of-way)	483	490	450	450
● Blighting properties	1,125	1,200	1,100	1,200
● Problem businesses	161	175	150	180
● Graffiti	264	250	300	250
● Junk/Unlicensed vehicles	1,372	1,400	1,400	1,400
● Received in Central Office	6,320	6,000	7,500	5,000
Refuse enforcement (Right-of-way):				
● Complaints	2,422	2,600	2,500	2,500
● Properties surveyed	4,617	4,500	4,500	4,000
Resident inquiries:				
● Telephone (estimated)	52,500	53,000	52,000	55,000
● Walk-in (estimated)	12,000	12,000	12,000	13,000
MCDSS inspections	10,897	9,000	9,000	9,000
Certificate of Occupancy applications:				
● Multiple family dwelling	3,321	4,150	3,400	3,800
● Single family rentals	462	500	500	500

**ADMINISTRATION
NET OFFICE**

Performance Indicators

	<u>Actual</u> <u>2002-03</u>	<u>Estimated</u> <u>2003-04</u>	<u>Budget</u> <u>2003-04</u>	<u>Budget</u> <u>2004-05</u>
WORKLOAD				
Complaints resolved:				
● Drug locations	1,072	1,050	1,100	1,100
● Nuisance locations	388	410	400	420
● Prostitution	68	70	75	70
● Disorderly residents	407	450	400	430
● Excessive noise (property)	277	280	300	300
● High grass, trash & debris	4,758	4,700	4,600	4,800
● Illegal parking (Right-of-way)	358	370	375	370
● Blighting properties	762	780	750	800
● Problem businesses	106	100	110	120
● Graffiti removed	195	180	250	200
Work orders issued:				
● Property cleanups	1,418	1,100	1,000	1,200
● Drug location boardups	1,211	1,100	1,000	1,200
UPLIFTS conducted	22	25	30	25
Property Code surveys	919	930	950	950
Knock & Talks conducted	723	750	750	750
Junk/unlicensed vehicles				
● Towing contract removal	1,367	1,367	1,300	1,300
● Voluntary compliance	1,124	1,100	1,300	1,200
Refuse enforcement (Right-of-way):				
● Tickets issued	1,782	1,800	1,700	1,750
● Voluntary compliance	3,485	3,700	4,000	4,000
Resident involvement:				
● Number of PAC TAC volunteers	383	450	400	450
● Number of block clubs	85	95	95	105
● Number of NET neighborhood meetings	1,267	1,300	1,250	1,250
MCDSS inspections	10,876	9,000	9,000	9,000
Cases originated	20,369	20,000	20,000	18,500
Certificate of Occupancy issued:				
● Multiple family dwelling	3,002	4,000	3,100	3,400
● Single family rentals	412	500	500	500
Inspections made:				
● Multiple family dwelling	76,163	78,000	76,000	76,000
● Single family rentals	3,243	3,500	3,500	3,500
Notice and Orders issued	18,967	20,000	20,000	18,000
Owner warning letters issued	916	1,400	950	1,400
Referrals to Parking & Municipal Violations	4,361	4,500	4,500	4,500
RESULTS				
Case dispositions/abatement after tickets or warning letters	4,273	4,000	4,000	4,000

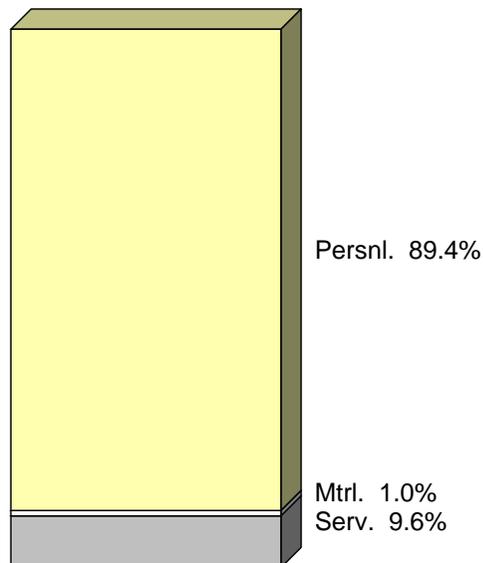
MCDSS - Monroe County Department of Social Services

ADMINISTRATION
NET OFFICE
EXPENDITURE SUMMARY

3-11

	Actual <u>2002-03</u>	Estimated <u>2003-04</u>	Amended <u>2003-04</u>	Approved <u>2004-05</u>
Appropriation by Major Object				
Personnel Expenses	3,470,277	3,494,500	3,569,300	3,387,100
Materials & Supplies	49,542	44,100	43,400	38,900
Services	349,104	362,900	371,000	379,800
Other	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	3,868,923	3,901,500	3,983,700	3,805,800
Appropriation by Activity				
Neighborhood Empowerment Team Office	3,868,923	3,901,500	3,983,700	3,805,800
Employee Years by Activity				
Neighborhood Empowerment Team Office	77.3	71.6	73.9	71.7

NET Resource Allocation - Dollars				
NET Allocation	3,868,923	3,901,500	3,983,700	3,805,800
Police Department NET Allocation	<u>1,618,218</u>	<u>1,689,500</u>	<u>1,816,700</u>	<u>1,871,200</u>
Total NET Allocation	5,487,141	5,591,000	5,800,400	5,677,000
NET Resource Allocation - Employee Years				
NET Allocation	77.3	71.6	73.9	71.7
Police Department NET Allocation	<u>30.1</u>	<u>27.7</u>	<u>29.8</u>	<u>29.8</u>
Total NET Allocation	107.4	99.3	103.7	101.5
Note: Salary costs for sworn Police personnel assigned to NET teams are included in the Police Department budget and are shown here for reference only.				



ADMINISTRATION
NET OFFICE
PERSONNEL SUMMARY

FULL TIME POSITIONS			
Br.	Title	Budget 2003-04	Approved 2004-05
35	NET Director	1	1
31	NET Administrator	6	6
27	Administrator of Code Compliance	1	0
27	Assistant Net Administrator	3	3
27	NET Code Coordinator	1	1
21	Neigh. Conservation Officer	27	27
21	Neigh. Conservation Officer Bilingual	1	1
20	Executive Assistant	3	3
20	Executive Assistant Bilingual	1	1
18	Neigh. Conservation Officer Trainee	1	0
17	Property Conservation Inspector	4	4
16	Administrative Assistant	1	1
12	Customer Service Representative	6	6
11	Secretary	1	1
11	Senior Service Assistant	1	1
9	Clerk II	3	2
9	Clerk II Bilingual	1	2
7	Clerk III	2	2
7	Clerk III with Typing	4	4
7	Clerk III with Typing Bilingual	2	2
3	Clerk Typist	1	1
EMPLOYEE YEARS			
	Full Time	71.0	69.0
	Overtime	0.4	0.3
	Part Time, Temporary, Seasonal	3.0	2.9
	Less: Vacancy Allowance	0.5	0.5
	Total	73.9	71.7

The following full time positions are included in the budget of the Police Department, Patrol Division but are assigned to NET offices and are shown here for reference only.

Br.	Title	2003-04	2004-05
94	Police Lieutenant	8	8
90	Police Officer	22	22
EMPLOYEE YEARS			
	Full Time	30.0	30.0
	Overtime	0.4	0.4
	Part Time, Temporary, Seasonal	0.0	0.0
	Less: Vacancy Allowance	0.6	0.6
	Total	29.8	29.8

ADMINISTRATION
BUREAU OF BUDGET & EFFICIENCY

The Bureau of Budget and Efficiency supervises the preparation and administration of the annual budget, the Capital Improvement Program, and other appropriations. It develops long-range fiscal plans, conducts studies of agencies to determine work quality and improve efficiency, recommends standards of management, work measurement and performance, recommends programs and policies, and conducts research on matters of general concern to the City.

The 2004-05 work plan includes the following:

Objective	R2010 Campaigns Supported	Projected Completion
Initiate Urban Intern Program with the University of Rochester	#1 - Involved Citizens #2 - Educational Excellence	First Quarter

Year-to-Year Comparison

	<u>2003-04</u>	<u>2004-05</u>	<u>Change</u>
Budget	701,600	682,300	-19,300
Employee Years	11.7	10.7	-1.0

Change Detail

Salary & Wage	<u>General Inflation</u>	<u>Chargebacks</u>	<u>Vacancy Allowance</u>	<u>Miscellaneous</u>	<u>Major Change</u>	<u>Total</u>
<u>Adjustment</u>						
24,900	200	-500	0	0	-43,900	-19,300

Major Change

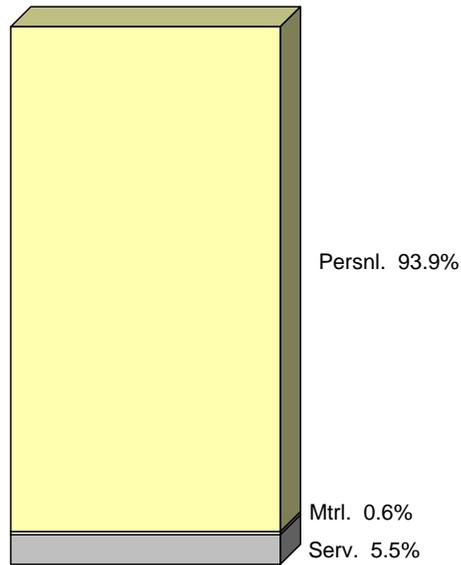
Support position for Weed and Seed Grant administration transfers to the Mayor's Office	-42,400
Training allocation is reduced due to budget constraints	-1,500

Performance Indicators

	<u>Actual 2002-03</u>	<u>Estimated 2003-04</u>	<u>Budget 2003-04</u>	<u>Budget 2004-05</u>
WORKLOAD				
Budget amendments processed	38	52	35	35
Appropriation transfers reviewed	612	620	650	650
Contracts reviewed	768	800	800	800

ADMINISTRATION
BUREAU OF BUDGET & EFFICIENCY
EXPENDITURE SUMMARY

	Actual <u>2002-03</u>	Estimated <u>2003-04</u>	Amended <u>2003-04</u>	Approved <u>2004-05</u>
Appropriation by Major Object				
Personnel Expenses	635,219	624,300	658,300	640,800
Materials & Supplies	2,572	3,600	3,600	3,700
Services	37,308	38,400	39,700	37,800
Other	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	675,099	666,300	701,600	682,300
Appropriation by Activity				
Budget & Management Analysis	675,099	666,300	701,600	682,300
Employee Years by Activity				
Budget & Management Analysis	12.2	11.6	11.7	10.7



ADMINISTRATION
BUREAU OF BUDGET & EFFICIENCY
PERSONNEL SUMMARY

FULL TIME POSITIONS			
Br.	Title	Budget 2003-04	Approved 2004-05
35	Director of Budget & Efficiency	1	1
32	Assistant Director of Budget & Efficiency	1	1
26	Associate Administrative Analyst	1	1.5
24	Assistant to Dir. of Budget & Efficiency	1	1
24	Senior Administrative Analyst	0.5	0
20	Administrative Analyst	1	1
20	Administrative Analyst Bilingual	1	1
20	Senior Accountant	2	2
18	Assistant Community Program Planner	1	0
16	Management Trainee	1	1
15	Secretary to Dir. of Budget & Efficiency	1	1
EMPLOYEE YEARS			
	Full Time	11.5	10.5
	Overtime	0.2	0.2
	Part Time, Temporary, Seasonal	0.0	0.0
	Less: Vacancy Allowance	<u>0.0</u>	<u>0.0</u>
	Total	11.7	10.7

ADMINISTRATION
BUREAU OF HUMAN RESOURCE MANAGEMENT

The Bureau of Human Resource Management, through its five activities, provides centralized personnel services.

Administration manages the Bureau, establishes personnel policies, implements policies for affirmative action, and oversees all bureau activities. Civil Service classifies positions, administers civil service examinations, and establishes lists of eligible applicants. Labor Relations negotiates and administers labor contracts. Staffing Services is responsible for all phases of the employment process and monitors and implements employment aspects of the City's Affirmative Action Plan. Benefits Administration administers benefit programs for employees and retirees as well as providing reporting for OSHA requirements.

The 2004-05 work plan includes the following:

Objective	R2010 Campaigns Supported	Projected Completion
Update Affirmative Action Three Year Plan	# 7 - Quality Service	First Quarter
Develop and distribute educational material explaining the provisional employment to staff and applicants	# 7 - Quality Service	Second Quarter
Initiate enhanced process for early resolution of grievances	# 7 - Quality Service	Third Quarter
Enhance and increase Service Level Agreements with departments	# 7 - Quality Service	Fourth Quarter

Year-to-Year Comparison

	<u>2003-04</u>	<u>2004-05</u>	<u>Change</u>
Budget	2,069,800	1,969,700	-100,100
Employee Years	41.0	38.4	-2.6

Change Detail

<u>Salary & Wage Adjustment</u>	<u>General Inflation</u>	<u>Chargebacks</u>	<u>Vacancy Allowance</u>	<u>Miscellaneous</u>	<u>Major Change</u>	<u>Total</u>
39,700	200	1,000	0	0	-141,000	-100,100

Major Change

The Exam Development activity is discontinued; a full time and part time position are transferred to the Civil Service Activity; two temporary positions are abolished; locally developed exam components will continue to be produced for selected titles in the Police, Fire, and Emergency Communications Departments	-65,000
A vacancy in Staffing is filled by a transfer from Administration, the resulting vacant position in Administration is eliminated; a second vacancy in staffing is reclassified downward	-55,000
The allocation for the conduct of examinations for public safety personnel increases based on need	34,400
The Diversity Coordinator position is reclassified and filled by a transfer from Labor Relations, the resulting vacancy in Labor Relations is reclassified downward for efficiency savings	-26,000

ADMINISTRATION
BUREAU OF HUMAN RESOURCE MANAGEMENT

Major Change

The centralized Employee Suggestion Program is discontinued; the initiative continues on a departmental basis	-22,300
Productivity improvements result in savings	-10,100
Additional examinations will be purchased from New York State as a result of actions to reduce the number of provisions and the limiting of local examination development.	3,000

ADMINISTRATION

Administration directs, manages, and sets policy for the Bureau and implements policies for affirmative action. It coordinates the Bureau's activities with those of other City departments.

Performance Indicators

	<u>Actual 2002-03</u>	<u>Estimated 2003-04</u>	<u>Budget 2003-04</u>	<u>Budget 2004-05</u>
DEMAND				
Requests for Affirmative Action assistance	1,350	400	1,200	600
Employee status changes:				
• Job title/position/pay	8,649	10,000	10,000	9,500
• Payroll deductions	<u>11,441</u>	<u>10,600</u>	<u>10,600</u>	<u>11,500</u>
Total	20,090	20,600	20,600	21,000
Job creations and abolishments	545	650	650	600
WORKLOAD				
Affirmative Action assistance:				
• Consultations held	60	20	55	50
• Investigations conducted	33	10	35	21
• ADA accommodations processed	19	10	20	10
Employee status changes processed	20,090	20,600	20,600	21,000

ADA - Americans with Disabilities Act

CIVIL SERVICE

The Civil Service unit administers New York State Civil Service Law for the City of Rochester and the Rochester Housing Authority. The Civil Service Commission, consisting of five members appointed by the Mayor, prescribes rules. The Civil Service staff carries out the rules through classifying positions, developing and administering civil service examinations, establishing lists of eligible job applicants, and hearing appeals.

Performance Indicators

	<u>Actual 2002-03</u>	<u>Estimated 2003-04</u>	<u>Budget 2003-04</u>	<u>Budget 2004-05</u>
DEMAND				
Provisional Positions	243	237	180	150
Civil Service and job applications received	8,340	8,500	10,500	9,000

ADMINISTRATION
BUREAU OF HUMAN RESOURCE MANAGEMENT

Performance Indicators

	<u>Actual</u> <u>2002-03</u>	<u>Estimated</u> <u>2003-04</u>	<u>Budget</u> <u>2003-04</u>	<u>Budget</u> <u>2004-05</u>
WORKLOAD				
Civil Service list certifications	313	320	200	300
Examinations administered	54	50	83	80
Specifications developed or revised	37	60	50	60
Exams developed locally	17	17	8	2
Civil service exam and job applications reviewed	8,340	8,500	10,500	9,000

LABOR RELATIONS

Labor Relations negotiates and administers collective bargaining agreements with City employee unions. It processes grievances, represents the City in arbitration proceedings and legislative hearings, and represents the City in conferences and hearings before the Public Employee Relations Board. It advises the Mayor and department heads on contract matters and conducts related research.

This unit holds regular labor-management meetings in departments to identify and address issues before they become grievances. It also trains supervisory and management personnel in contract interpretation and administration.

Performance Indicators

	<u>Actual</u> <u>2002-03</u>	<u>Estimated</u> <u>2003-04</u>	<u>Budget</u> <u>2003-04</u>	<u>Budget</u> <u>2004-05</u>
DEMAND				
Grievances filed	89	90	80	100
WORKLOAD				
Contracts negotiated	5	2	2	5
Grievances resolved pre-arbitration	112	120	70	120
Grievances requiring arbitration	7	12	12	12
Improper Practices Filed	10	8	N/A	12
Improper Practices Resolved	7	5	N/A	9

N/A - Not Applicable

STAFFING SERVICES

Staffing Services is responsible for processing the hiring, promoting, transferring, and terminating of employees. It monitors position vacancies, processes personnel requisitions from departments, arranges advertisements, interviews, referrals, and administers posting, bidding, and layoff procedures in accordance with City policies and collective bargaining agreements. This unit is also responsible for monitoring and implementing the employment aspects of the City's Affirmative Action Plan. Staff meets with departmental representatives during all phases of the employment process.

Performance Indicators

	<u>Actual</u> <u>2002-03</u>	<u>Estimated</u> <u>2003-04</u>	<u>Budget</u> <u>2003-04</u>	<u>Budget</u> <u>2004-05</u>
DEMAND				
Number of positions requisitioned	630	750	800	700

ADMINISTRATION
BUREAU OF HUMAN RESOURCE MANAGEMENT

Performance Indicators

	<u>Actual</u> <u>2002-03</u>	<u>Estimated</u> <u>2003-04</u>	<u>Budget</u> <u>2003-04</u>	<u>Budget</u> <u>2004-05</u>
WORKLOAD				
Job recruitments conducted:				
● Postings	58	75	80	80
● Advertisements	<u>83</u>	<u>85</u>	<u>100</u>	<u>80</u>
Total	141	160	180	160
RESULTS				
Median calendar days required to fill positions requisitioned	43	40	48	42
Affirmative Action new hires:				
● percent females	41.2	35.0	35.0	37.4
● percent minority	39.6	39.0	39.0	37.1
Affirmative Action workforce participation:				
● percent females	27.4	28.0	28.0	27.7
● percent minority	26.8	27.5	27.5	26.8
Number of requisitioned positions filled	565.0	500.0	700.0	500.0

EXAM SERVICES

Exam Services develops civil service examinations used in recruiting a qualified workforce. Activities include studies of groups of related jobs, writing job class descriptions, and oversight of the position classification process.

Program Change

This activity is discontinued and its personnel transferred to Civil Service. Locally prepared examination components will continue to be provided for selected public safety titles.

BENEFITS ADMINISTRATION

Benefits provides OSHA related reporting and administers benefit programs for City employees and retirees. The benefit programs administered include the following:

- | | |
|--------------------------|---------------------------------------|
| Group Health Insurance | Deferred Compensation |
| Group Dental Insurance | Benefit Open Enrollment |
| Group Life Insurance | Child Care Referral Service |
| Cafeteria Benefits Plan | Parking Transit Reimbursement Account |
| Domestic Partner Program | Flexible Spending Account |
| Long Term Disability | |

Performance Indicators

	<u>Actual</u> <u>2002-03</u>	<u>Estimated</u> <u>2003-04</u>	<u>Budget</u> <u>2003-04</u>	<u>Budget</u> <u>2004-05</u>
DEMAND				
Benefits inquiries	13,268	14,000	14,500	14,500
Health Care Plans available	7	9	9	9
Health Plans groups	92	92	92	96
Personal injury accidents	356	334	351	350
Motor vehicle accidents	122	110	160	140

ADMINISTRATION
BUREAU OF HUMAN RESOURCE MANAGEMENT

Performance Indicators

	<u>Actual</u> <u>2002-03</u>	<u>Estimated</u> <u>2003-04</u>	<u>Budget</u> <u>2003-04</u>	<u>Budget</u> <u>2004-05</u>
WORKLOAD				
Benefits inquiries responses	13,268	14,000	14,500	14,500
OSHA recordable accident reports processed	248	235	253	244
Motor vehicle accident reports completed	122	110	160	140
Motor vehicle accidents:				
● Preventable	58	60	86	73
● Non-preventable	64	50	74	67
RESULTS				
Accident rate per 100 non-uniformed employees:				
● Personal injury (percent)	19	18	19	19
● Motor vehicle (percent)	6	6	9	8
Percent of personal injury accidents judged OSHA recordable (percent)	70	70	72	70
Percent of motor vehicle accidents judged preventable (percent)	48	55	54	52

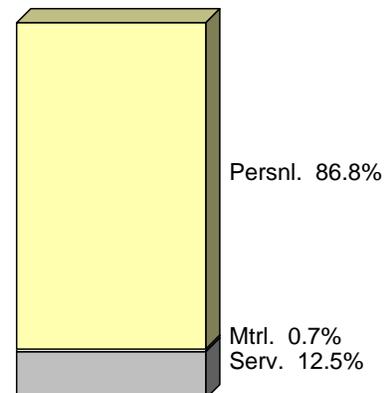
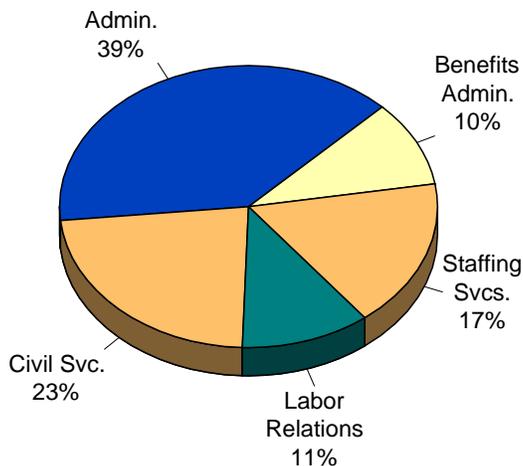
OSHA - Occupational Safety and Health Administration

ADMINISTRATION
BUREAU OF HUMAN RESOURCE MANAGEMENT
EXPENDITURE SUMMARY

	Actual <u>2002-03</u>	Estimated <u>2003-04</u>	Amended <u>2003-04</u>	Approved <u>2004-05</u>
Appropriation by Major Object				
Personnel Expenses	1,769,403	1,686,200	1,839,900	1,710,000
Materials & Supplies	4,580	13,000	13,300	13,900
Services	187,693	187,100	216,600	245,800
Other	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	1,961,676	1,886,300	2,069,800	1,969,700

Appropriation by Activity				
Administration	523,248	738,700	833,500	763,700
Civil Service	260,043	274,900	373,900	459,600
Labor Relations	175,946	201,800	234,700	215,700
Staffing Services	352,530	351,000	299,800	329,000
Exam Services	210,945	146,000	137,400	0
Benefits Administration	200,711	173,900	190,500	201,700
Information Services	124,093	0	0	0
Health & Safety	<u>114,160</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	1,961,676	1,886,300	2,069,800	1,969,700

Employee Years by Activity				
Administration	8.5	12.1	13.7	12.0
Civil Service	4.5	6.0	7.2	9.1
Labor Relations	2.5	3.7	4.0	4.0
Staffing Services	8.7	9.0	7.8	8.4
Exam Services	3.6	3.4	3.4	0.0
Benefits Administration	5.5	4.5	4.9	4.9
Information Services	3.0	0.0	0.0	0.0
Health & Safety	<u>2.0</u>	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>
Total	38.3	38.7	41.0	38.4



ADMINISTRATION
BUREAU OF HUMAN RESOURCE MANAGEMENT
PERSONNEL SUMMARY

FULL TIME POSITIONS				Administration	Civil Service	Labor Relations	Staffing Services	Exam Services	Benefits Administration
Br.	Title	Budget 2003-04	Approved 2004-05						
35	Director of Human Resource Management	1	1	1					
32	Assistant Director of Human Resource Management	1	1	1					
32	Manager of Labor Relations	1	1			1			
30	Diversity Coordinator	1	0						
26	Diversity Coordinator	0	1	1					
26	Human Resource Coordinator	1	1		1				
26	Labor Relations Specialist	1	1			1			
24	Associate Personnel Analyst	1	0						
24	Senior Administrative Analyst	1	1	1					
23	Senior Human Resource Consultant	4	3		1		1		1
21	Human Resource Consultant	0	1				1		
20	Administrative Analyst	1	1	1					
20	Computer Programmer	1	1	1					
20	Senior Personnel Analyst	1	1						1
18	Human Resource Specialist	3	4		2	1	1		
18	Human Resources Specialist Bilingual	1	1				1		
18	Municipal Assistant	1	0						
15	Confidential Secretary	1	1	1					
15	Secretary to Director of Human Resource Management	1	1	1					
12	Human Resource Associate	2	2		1		1		
9	Clerk II Bilingual	1	0						
9	Clerk II with Typing Bilingual	0	1	1					
9	Clerk II with Typing	4	4		1	1			2
7	Clerk III with Typing	7	7	2	1		3		1
6	Receptionist Typist	1	1	1					
EMPLOYEE YEARS									
	Full Time	37.0	36.0	12.0	7.0	4.0	8.0	0.0	5.0
	Overtime	0.8	0.9	0.0	0.6	0.0	0.3	0.0	0.0
	Part Time, Temporary, Seasonal	4.0	2.3	0.3	1.7	0.0	0.3	0.0	0.0
	Less: Vacancy Allowance	<u>0.8</u>	<u>0.8</u>	<u>0.3</u>	<u>0.2</u>	<u>0.0</u>	<u>0.2</u>	<u>0.0</u>	<u>0.1</u>
	Total	41.0	38.4	12.0	9.1	4.0	8.4	0.0	4.9

This Bureau provides information about the City to the public. It issues press releases, schedules news conferences, arranges public appearances, and prepares information materials for public distribution. It responds to inquiries under the Freedom of Information and Open Meeting Laws.

It provides writing, graphic design, photographic, and advertising support to City departments and outside nonprofit agencies sharing mutual goals or joint projects with the City. It creates promotional campaigns, literature, posters, audiovisual programs, and video productions for the City and individual departments. It develops and manages programming on Rochester's cable television government access channel.

The 2004-05 work plan includes the following:

Objective	R2010 Campaigns Supported	Projected Completion
Study video server system to deliver training, news clips, and other multimedia to City staff	#7 - Quality Service	Ongoing

Year-to-Year Comparison

	<u>2003-04</u>	<u>2004-05</u>	<u>Change</u>
Budget	746,000	729,100	-16,900
Employee Years	13.0	12.0	-1.0

Change Detail

<u>Salary & Wage Adjustment</u>	<u>General Inflation</u>	<u>Chargebacks</u>	<u>Vacancy Allowance</u>	<u>Miscellaneous</u>	<u>Major Change</u>	<u>Total</u>
19,800	0	100	0	400	-37,200	-16,900

Major Change

The elimination of a temporary full time Graphic Designer position is partially offset by an allocation for on call support during peak times	-26,700
Services and supplies are reduced due to budget constraints	-10,500

INFORMATION AND GRAPHIC SERVICES

The Information and Graphic Services unit manages the Bureau and is responsible for distributing information to the public and media. It prepares informational brochures and news releases and arranges press conferences, briefings, and ceremonies. It plans and administers informational campaigns and provides graphic design services including art, layout, specifications, and printing for forms, literature, and other materials, as well as scripts and graphics for broadcast ads and audiovisual presentations. This unit also coordinates programming of the City's government access channel.

Performance Indicators

	<u>Actual 2002-03</u>	<u>Estimated 2003-04</u>	<u>Budget 2003-04</u>	<u>Budget 2004-05</u>
DEMAND				
Major promotional campaign requests	59	76	45	65
Freedom of Information applications	2,023	2,500	2,100	2,500
News release requests	545	536	650	550
Press conference and briefing requests	78	64	90	70
Graphics projects requested:				
● Large (16 hours or more)	26	30	42	35

ADMINISTRATION
BUREAU OF COMMUNICATIONS

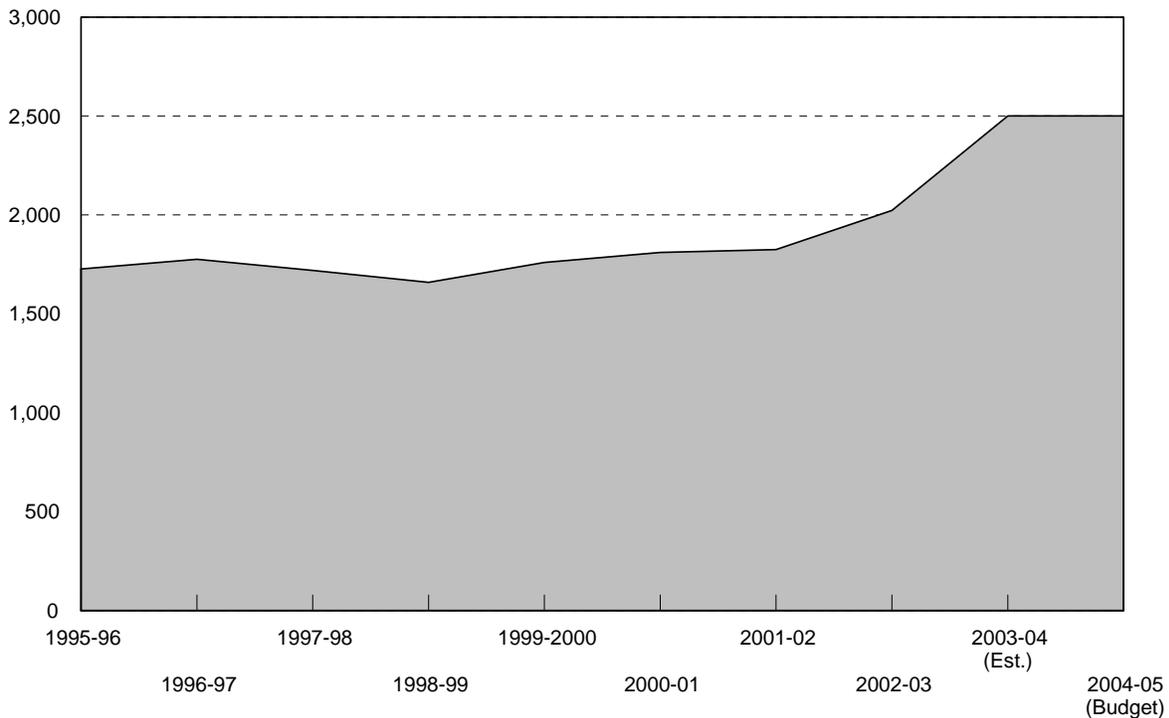
Performance Indicators

	Actual <u>2002-03</u>	Estimated <u>2003-04</u>	Budget <u>2003-04</u>	Budget <u>2004-05</u>
● Medium (5-15 hours)	323	319	300	320
● Small (1-4 hours)	<u>26</u>	<u>26</u>	<u>250</u>	<u>30</u>
Total	375	375	592	385

WORKLOAD

Major promotional campaigns designed	59	76	45	65
Freedom of Information applications processed	2,023	2,500	2,100	2,500
News releases prepared	545	536	650	550
Press conferences and briefings scheduled	78	64	90	70
Graphics projects produced	375	375	592	385

Freedom of Information Applications



PHOTOGRAPHIC AND VIDEO SERVICES

Photographic and Video Services responds to requests for photography, audio and video recording and production, multimedia presentations, and audiovisual equipment for the City's marketing, promotion, advertising, documentation, training, and development needs. City videographers and photographers document City events and manage the City's large contemporary and historical print, negative, slide, and video collection.

This unit supports the City's use of telecommunication services through the operation of the City's bulletin board system on the government access television channel as well as managing the recording of City-related television news clips.

ADMINISTRATION
BUREAU OF COMMUNICATIONS

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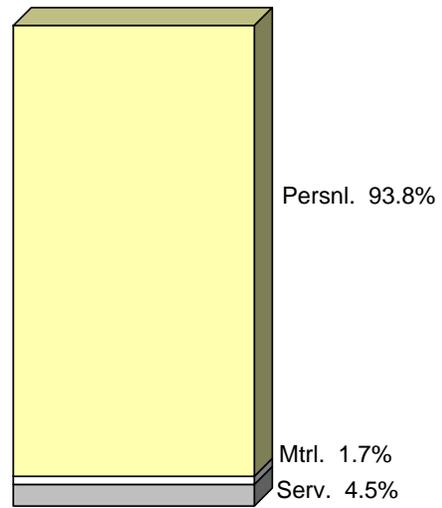
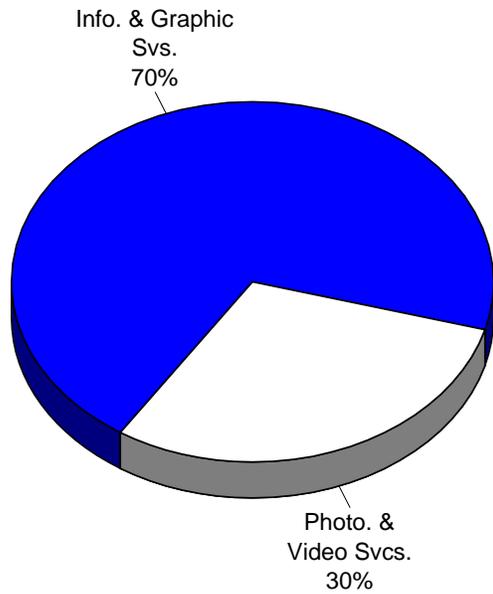
Performance Indicators

	<u>Actual</u> <u>2002-03</u>	<u>Estimated</u> <u>2003-04</u>	<u>Budget</u> <u>2003-04</u>	<u>Budget</u> <u>2004-05</u>
DEMAND				
Conventional Photography:				
● Requests for prints	7,100	7,100	7,100	7,100
● Requests for slides	1,000	750	1,000	500
● Requests for photography	445	440	440	440
Digital Photography:				
● Requests for prints	200	530	525	525
● Requests for scans	3,000	3,760	3,300	4,000
Audio/video presentations requested	44	66	55	61
Audio/video recording assignments	75	80	60	80
Audio/video production requests	42	45	40	50
City 12 bulletin board posting requests	700	700	700	700
Audio/video equipment set up requests	144	120	160	150
Audio/video duplication requests	285	485	300	500
City-related television news clips	59,500	60,000	60,000	60,000
Radio program recording requests (hours)	N/A	1,625	N/A	1,625
WORKLOAD				
Conventional Photography:				
● Prints made	7,100	7,100	7,100	7,100
● Slides made	1,000	750	1,000	500
● Photographic assignments completed	445	440	440	440
Digital Photography:				
● Prints made	200	530	525	525
● Scans made	3,000	3,760	3,300	4,000
Audio/video presentations produced	44	66	55	61
Audio/video recording assignments completed	75	80	60	80
Audio/video productions completed	42	45	40	50
City 12 bulletin board postings	208	208	208	208
Audio/video equipment setups completed	144	120	160	150
Audio/video duplications made	285	485	300	500
City-related news clips recorded	59,500	60,000	58,800	60,000
Radio program recording requests (hours)	N/A	1,625	N/A	1,625

N/A - Not Applicable

ADMINISTRATION
BUREAU OF COMMUNICATIONS
EXPENDITURE SUMMARY

	Actual <u>2002-03</u>	Estimated <u>2003-04</u>	Amended <u>2003-04</u>	Approved <u>2004-05</u>
Appropriation by Major Object				
Personnel Expenses	632,025	695,000	690,800	683,900
Materials & Supplies	19,374	17,400	17,400	12,600
Services	50,881	33,300	37,800	32,600
Other	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	<u>702,280</u>	<u>745,700</u>	<u>746,000</u>	<u>729,100</u>
Appropriation by Activity				
Information and Graphic Services	477,558	526,900	528,900	510,500
Photographic and Video Services	<u>224,722</u>	<u>218,800</u>	<u>217,100</u>	<u>218,600</u>
Total	<u>702,280</u>	<u>745,700</u>	<u>746,000</u>	<u>729,100</u>
Employee Years by Activity				
Information and Graphic Services	8.0	7.6	9.0	8.0
Photographic and Video Services	<u>4.0</u>	<u>4.0</u>	<u>4.0</u>	<u>4.0</u>
Total	<u>12.0</u>	<u>11.6</u>	<u>13.0</u>	<u>12.0</u>



ADMINISTRATION
BUREAU OF COMMUNICATIONS
PERSONNEL SUMMARY

FULL TIME POSITIONS				Information & Graphic Services	Photographic & Video Services
Br.	Title	Budget 2003-04	Approved 2004-05		
35	Director, Communications	1	1	1	
28	Principal Communications Asst.	1	1	1	
25	Principal Graphic Designer	1	1	1	
23	Assistant to Dir. - Communications	1	1	1	
23	Photolab Supervisor	1	1		1
23	Principal Television Technician	1	1		1
21	Sr. Communications Assistant	1	1	1	
18	Graphic Designer	1	1	1	
18	Photographer II	1	1		1
18	Senior Television Technician	1	1		1
15	Secretary to Dir. - Communications	1	1	1	
EMPLOYEE YEARS					
	Full Time	11.0	11.0	7.0	4.0
	Overtime	0.0	0.0	0.0	0.0
	Part Time, Temporary, Seasonal	2.0	1.0	1.0	0.0
	Less: Vacancy Allowance	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>
	Total	13.0	12.0	8.0	4.0

**ADMINISTRATION
LAW DEPARTMENT**

The Law Department attends to the City's legal business. It provides legal advice and advocacy to City Council, the Mayor, City departments, boards, and agencies. It prepares and interprets contracts and assists in labor negotiations and collective bargaining. It drafts local laws and ordinances. It reviews proposed New York State legislation affecting the City and researches New York State and Federal legislation. It handles acquisition, management, and disposal of properties and represents the City in civil, criminal, and bankruptcy proceedings. It also implements legal remedies to address quality-of-life and nuisance abatement issues.

Year-to-Year Comparison

	<u>2003-04</u>	<u>2004-05</u>	<u>Change</u>
Budget	1,866,000	1,825,800	-40,200
Employee Years	25.0	24.0	-1.0

Change Detail

<u>Salary & Wage Adjustment</u>	<u>General Inflation</u>	<u>Chargebacks</u>	<u>Vacancy Allowance</u>	<u>Miscellaneous</u>	<u>Major Change</u>	<u>Total</u>
32,300	700	0	0	400	-73,600	-40,200

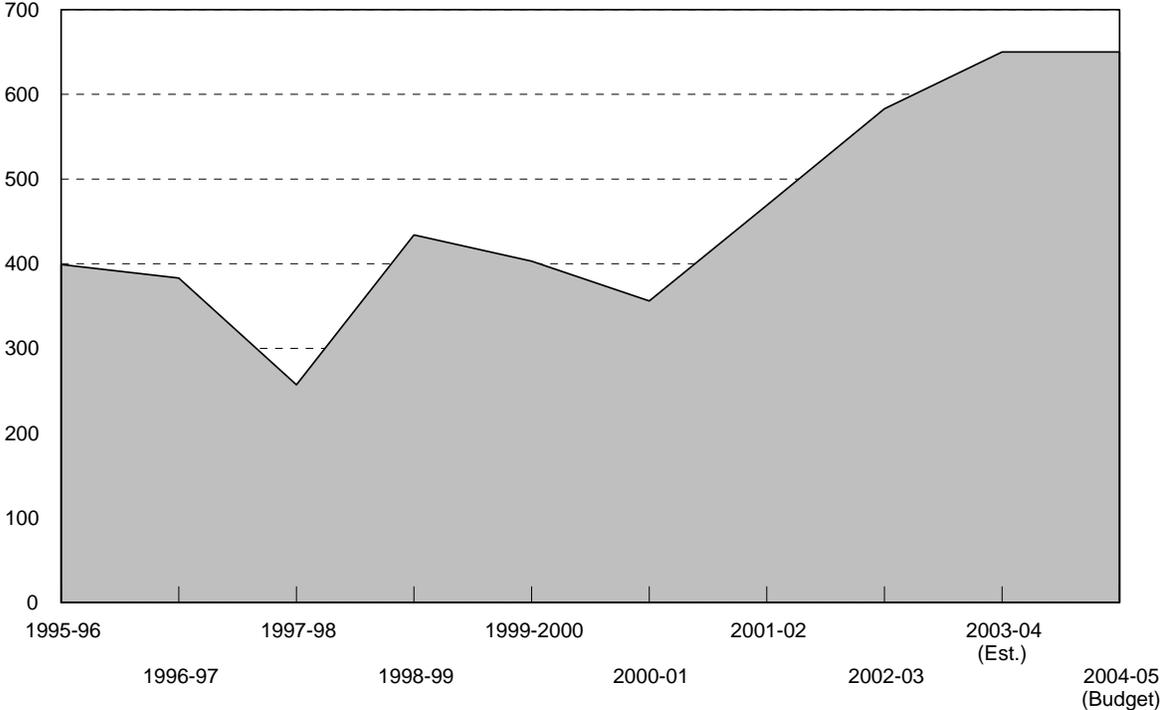
Major Change

One full time Legal Assistant/Collections/Foreclosure position converts to part time due to budget constraints	-23,600
One full time Municipal Attorney I position that supports NET converts to part time due to budget constraints	-20,800
Professional Fees decrease due to budget constraints	-11,800
Law Library educational supplies decrease due to budget constraints	-8,400
Travel & Training decrease due to budget constraints	-4,600
Miscellaneous items decrease due to budget constraints	-4,400

Performance Indicators

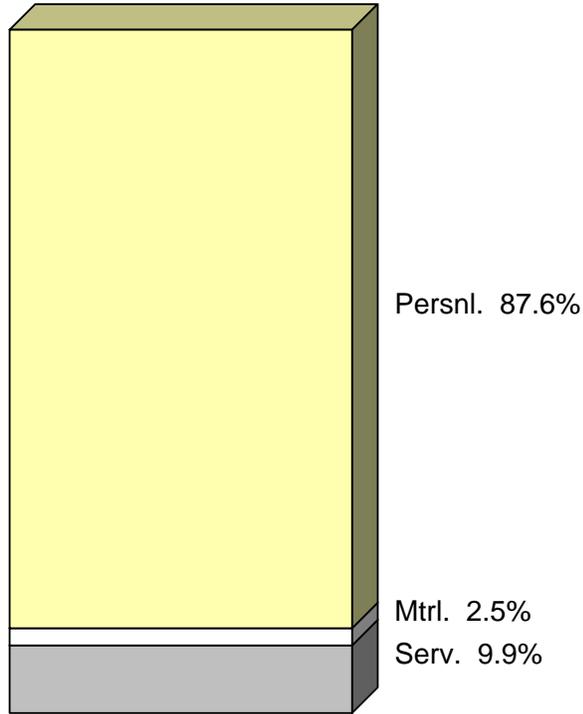
	<u>Actual 2002-03</u>	<u>Estimated 2003-04</u>	<u>Budget 2003-04</u>	<u>Budget 2004-05</u>
DEMAND				
Claims filed against City	521	500	525	525
WORKLOAD				
Trials and arbitrations	69	50	90	80
Appeals	13	35	25	35
Collection cases	281	240	260	260
Bankruptcies	149	125	180	150
Motions and discovery	331	370	350	380
Administrative contests	126	125	140	140
Freedom of Information Law reviews & appeals	583	650	550	650
Real estate closings	1,038	1,100	1,200	1,100
Legislative items drafted	490	475	450	450
Contracts drafted	108	100	100	100
Contracts, bonds, liens reviewed	864	875	800	850
Quality-of-life and nuisance abatement inquiries, cases, contests & reviews	200	250	180	120

Freedom of Information Reviews &
Appeals



ADMINISTRATION
LAW DEPARTMENT
EXPENDITURE SUMMARY

	Actual <u>2002-03</u>	Estimated <u>2003-04</u>	Amended <u>2003-04</u>	Approved <u>2004-05</u>
Appropriation by Major Object				
Personnel Expenses	1,453,886	1,589,900	1,610,800	1,598,700
Materials & Supplies	56,493	55,100	55,100	46,700
Services	175,725	200,100	200,100	180,400
Other	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	1,686,104	1,845,100	1,866,000	1,825,800
Appropriation by Activity				
Legal Services	1,686,104	1,845,100	1,866,000	1,825,800
Employee Years by Activity				
Legal Services	25.0	25.0	25.0	24.0



ADMINISTRATION
LAW DEPARTMENT
PERSONNEL SUMMARY

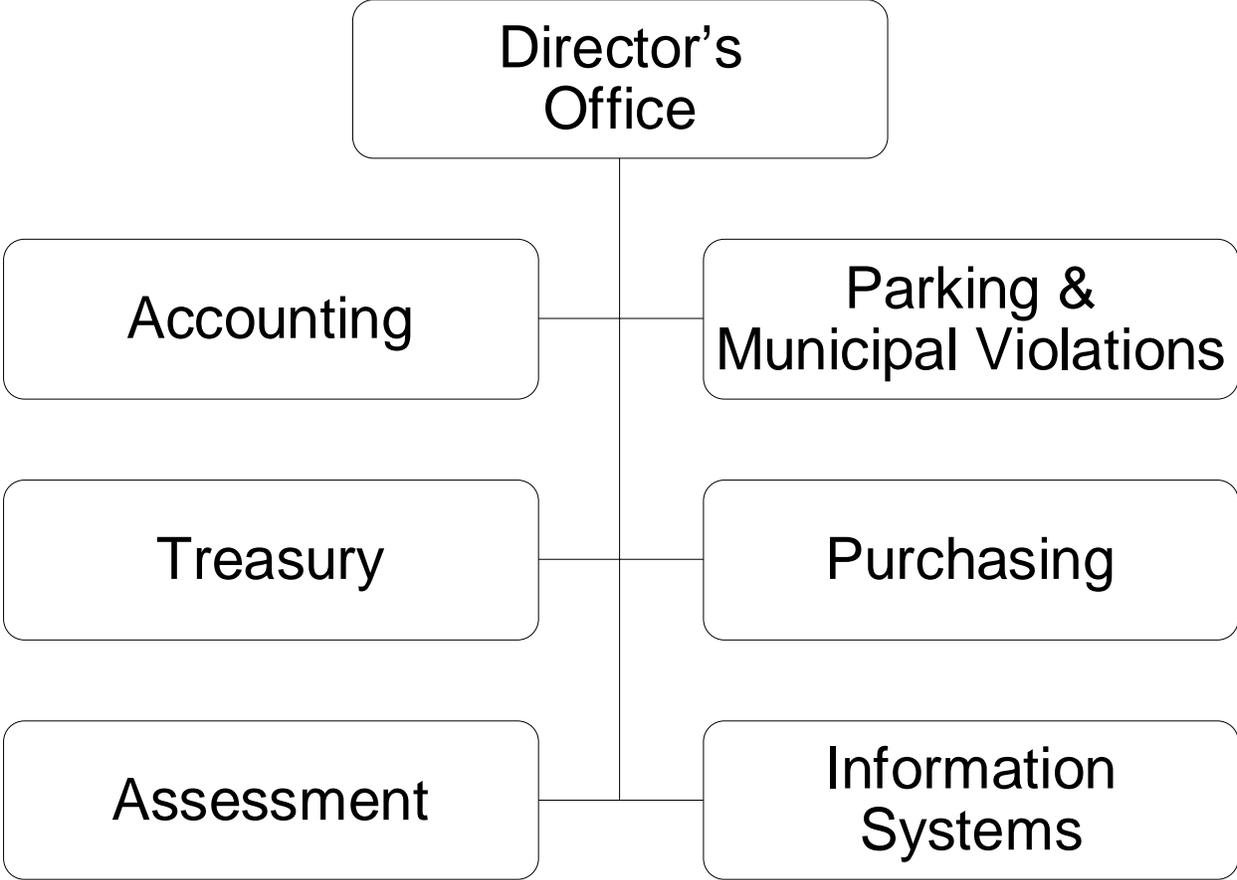
FULL TIME POSITIONS			
Br.	Title	Budget 2003-04	Approved 2004-05
36	Corporation Counsel	1	1
34	Municipal Attorney IV	1	1
32	Municipal Attorney III	9	9
29	Municipal Attorney II	2	2
25	Municipal Attorney I	2	1
20	Assistant to Corporation Counsel	1	1
20	Legal Asst./Claims Investigator	1	1
20	Legal Asst./Collections/Foreclosures	1	0
20	Legal Asst./Real Estate	3	3
11	Senior Legal Secretary	2	2
9	Legal Secretary	2	2
EMPLOYEE YEARS			
	Full Time	25.0	23.0
	Overtime	0.0	0.0
	Part Time, Temporary, Seasonal	0.0	1.0
	Less: Vacancy Allowance	<u>0.0</u>	<u>0.0</u>
	Total	25.0	24.0

Purpose

The Department of Finance manages the City's financial affairs. It collects revenues, manages and invests cash, manages City debt, and controls financial processing. Its responsibilities include managing payroll, purchasing, and assessment operations, maintaining financial records and reports, enforcing financial policies and standards, and collecting and storing City records.

Organization

The Department is composed of seven units: the Director's Office, Accounting, Treasury, Assessment, Parking and Municipal Violations, Purchasing, and Information Systems.



Year-to-Year Comparison

<u>Bureau</u>	<u>Budget 2003-04</u>	<u>Budget 2004-05</u>	<u>Change</u>	<u>Percent Change</u>
Director's Office	601,500	621,600	20,100	3.3%
Accounting	886,400	910,300	23,900	2.7%
Treasury	1,732,900	1,697,700	-35,200	-2.0%
Assessment	1,221,600	1,024,400	-197,200	-16.1%
Parking & Municipal Violations	826,200	825,200	-1,000	-0.1%
Purchasing	805,600	808,300	2,700	0.3%
Information Systems	<u>2,490,000</u>	<u>2,484,900</u>	<u>-5,100</u>	-0.2%
Total	8,564,200	8,372,400	-191,800	-2.2%
Less: Intrafund Credit	<u>984,500</u>	<u>931,300</u>	<u>-53,200</u>	-5.4%
Total	7,579,700	7,441,100	-138,600	-1.8%
Employee Years	142.2	138.3	-3.9	-2.7%

Change Detail

<u>Salary & Wage Adjustment</u>	<u>General Inflation</u>	<u>Chargebacks</u>	<u>Vacancy Allowance</u>	<u>Miscellaneous</u>	<u>Major Change</u>	<u>Total</u>
217,100	31,000	-12,200	0	7,000	-381,500	-138,600

Major Change

A city-wide revaluation of all properties in 2003-04 is completed	-204,000
Maintenance on selected hardware equipment is foregone due to budget constraints	-39,200
Non-full time personnel support is reduced across the department due to budget constraints	-32,100
Services and supplies are reduced due to budget constraints	-30,900
Database software upgrade is postponed due to budget constraints	-27,100
Productivity improvements result in savings	-22,000
Key punching in-house results in efficiency savings	-20,000
The records management and historian functions are consolidated; the cost of the City Historian, transferred from Public Library, is partially offset by the abolishment of the Records Management Coordinator	19,300
Funding for off-site disaster recovery is eliminated due to budget constraints; reciprocal disaster recovery arrangement being pursued with other governmental entity	-13,900
Bond and note related expenses are reduced based on projected need	-11,000

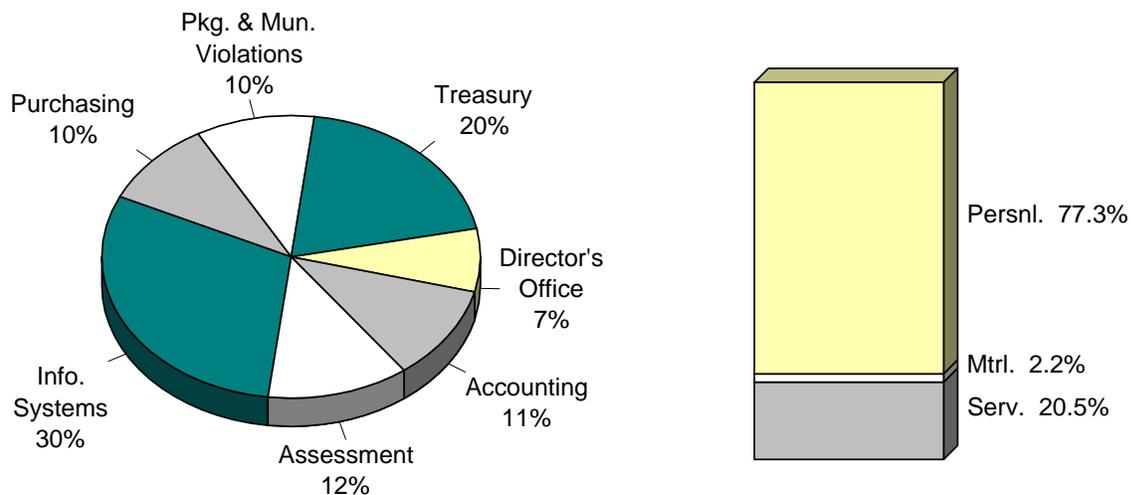
DEPARTMENT OF FINANCE
EXPENDITURE SUMMARY

	Actual 2002-03	Estimated 2003-04	Amended 2003-04	Approved 2004-05
Appropriation by Major Object				
Personnel Expenses	5,978,772	6,329,200	6,356,900	6,479,500
Materials & Supplies	180,729	181,200	211,000	180,300
Services	1,598,759	1,842,800	1,996,300	1,712,600
Other	0	0	0	0
Total	7,758,260	8,353,200	8,564,200	8,372,400
Less: Intrafund Credit*	867,800	940,300	984,500	931,300
Total	6,890,460	7,412,900	7,579,700	7,441,100

Appropriation by Activity				
Director's Office	547,653	583,300	601,500	621,600
Accounting	856,833	885,400	886,400	910,300
Treasury	1,580,165	1,637,300	1,732,900	1,697,700
Assessment	983,872	1,128,700	1,221,600	1,024,400
Parking & Municipal Violations	769,809	802,900	826,200	825,200
Purchasing	752,089	790,700	805,600	808,300
Information Systems	2,267,839	2,524,900	2,490,000	2,484,900
Total	7,758,260	8,353,200	8,564,200	8,372,400
Less: Intrafund Credit*	867,800	940,300	984,500	931,300
Total	6,890,460	7,412,900	7,579,700	7,441,100

Employee Years by Activity				
Director's Office	8.3	8.0	9.0	8.4
Accounting	17.4	17.8	18.0	18.0
Treasury	24.5	24.0	24.2	24.2
Assessment	20.6	21.8	22.4	19.5
Parking & Municipal Violations	16.5	16.1	17.1	16.9
Purchasing	13.2	12.9	13.3	13.1
Information Systems	36.0	37.1	38.2	38.2
Total	136.5	137.7	142.2	138.3

*Reflects chargeback for postage, duplicating, Geographic Information System (GIS)



**DEPARTMENT OF FINANCE
DIRECTOR'S OFFICE**

Administration and records management are the primary responsibilities of this office.

Year-to-Year Comparison

	<u>2003-04</u>	<u>2004-05</u>	<u>Change</u>
Budget	601,500	621,600	20,100
Employee Years	9.0	8.4	-0.6

Change Detail

<u>Salary & Wage Adjustment</u>	<u>General Inflation</u>	<u>Chargebacks</u>	<u>Vacancy Allowance</u>	<u>Miscellaneous</u>	<u>Major Change</u>	<u>Total</u>
18,800	3,300	800	0	0	-2,800	20,100

Major Change

The records management and historian functions are consolidated; the cost of the City Historian, transferred from Public Library, is partially offset by the abolishment of the Records Management Coordinator	19,300
Bond and note related expenses are reduced based on projected need	-11,000
On-call support hours in Records Management are reduced due to budget constraints	-5,500
Productivity improvements result in savings	-3,300
Services and supplies are reduced due to budget constraints	-2,300

DIRECTOR'S OFFICE

This unit manages the Department of Finance, supervises the City's debt and risk management activities, and administers and enforces Federal and New York State labor standards in construction projects. It monitors Minority/Women Business Enterprise (M/WBE) contract compliance for prime contractors and wage compliance for both prime and sub-contractors. The Office provides central planning, programming, and development services to the bureaus of the Department.

Performance Indicators

	<u>Actual 2002-03</u>	<u>Estimated 2003-04</u>	<u>Budget 2003-04</u>	<u>Budget 2004-05</u>
DEMAND				
Outstanding debt (\$000)	337,059	389,117	336,133	344,117
Federal construction contracts	3	7	5	10
Non-Federal construction contracts	418	381	314	290
WORKLOAD				
Bond and note sales	4	6	4	3
Bond and note sales value (\$000)	184,449	281,140	216,355	15,500
Construction payment applications reviewed	1,924	2,061	2,239	1,371
RESULTS				
Federal construction contracts				
● M/WBE sub-contracts	17	21	15	30
Non-Federal construction contracts				
● M/WBE prime contracts	2	4	4	4
● M/WBE sub-contracts	143	176	276	291

RECORDS MANAGEMENT

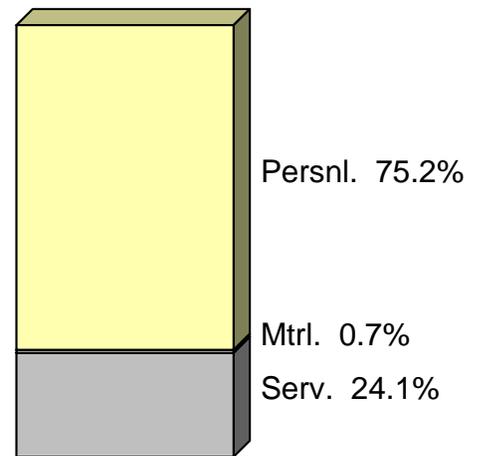
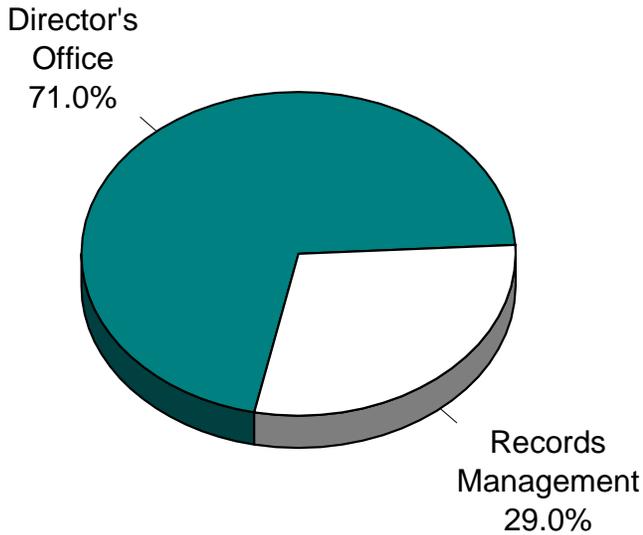
Records Management stores and retrieves City records. It conducts record and file inventories, microfilms relevant records, and purges duplicate or redundant records and those that conform to the disposal schedules of the New York State Education Department. It also conducts and publishes historical research about Rochester and responds to public inquiries.

Performance Indicators

	<u>Actual</u> <u>2002-03</u>	<u>Estimated</u> <u>2003-04</u>	<u>Budget</u> <u>2003-04</u>	<u>Budget</u> <u>2004-05</u>
DEMAND				
Record retrieval requests	1,620	1,425	1,550	1,500
WORKLOAD				
Records disposed - cu. ft.	761	750	1,000	1,200
Images microfilmed (000)	812	889	700	825
Record retrieval requests completed	1,592	1,399	1,500	1,500

DEPARTMENT OF FINANCE
DIRECTOR'S OFFICE
EXPENDITURE SUMMARY

	<u>Actual</u> <u>2002-03</u>	<u>Estimated</u> <u>2003-04</u>	<u>Amended</u> <u>2003-04</u>	<u>Approved</u> <u>2004-05</u>
Appropriation by Major Object				
Personnel Expenses	419,033	401,600	441,300	467,500
Materials & Supplies	6,003	6,200	6,200	4,000
Services	122,617	175,500	154,000	150,100
Other	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	547,653	583,300	601,500	621,600
Appropriation by Activity				
Director's Office	368,180	467,900	445,000	444,400
Records Management	<u>179,473</u>	<u>115,400</u>	<u>156,500</u>	<u>177,200</u>
Total	547,653	583,300	601,500	621,600
Employee Years by Activity				
Director's Office	5.0	5.2	5.2	5.2
Records Management	<u>3.3</u>	<u>2.8</u>	<u>3.8</u>	<u>3.2</u>
Total	8.3	8.0	9.0	8.4



DEPARTMENT OF FINANCE
DIRECTOR'S OFFICE
PERSONNEL SUMMARY

FULL TIME POSITIONS				Director's Office	Records Management
Br.	Title	Budget 2003-04	Approved 2004-05		
36	Director of Finance	1	1	1	
27	City Historian	0	1		1
24	Contract Administrator	1	1	1	
24	Records Mgmt. Coordinator	1	0		
22	Asst. Records Mgmt. Coordinator	0	1		1
20	Asst. Records Mgmt. Coordinator	1	0		
18	Secretary to Director	1	1	1	
16	Wage & Hour Investigator	1	1	1	
15	Accountant	1	1	1	
5	Microfilm Operator	1	1		1
EMPLOYEE YEARS					
	Full Time	8.0	8.0	5.0	3.0
	Overtime	0.2	0.2	0.2	0.0
	Part Time, Temporary, Seasonal	0.8	0.2	0.0	0.2
	Less: Vacancy Allowance	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>
	Total	9.0	8.4	5.2	3.2

DEPARTMENT OF FINANCE
ACCOUNTING

Accounting reviews, processes, and maintains records of City financial transactions, thus providing information on the City's financial position. It processes payrolls and oversees the fiscal component of Federal and New York State grant programs.

The 2004-05 work plan includes the following:

Objective	R2010 Campaigns Supported	Projected Completion
Prepare Comprehensive Annual Report for 2003-04 in accordance with national accounting standards for the public sector	#7 - Quality Service	Second

Year-to-Year Comparison

	<u>2003-04</u>	<u>2004-05</u>	<u>Change</u>
Budget	886,400	910,300	23,900
Employee Years	18.0	18.0	0.0

Change Detail

<u>Salary & Wage Adjustment</u>	<u>General Inflation</u>	<u>Chargebacks</u>	<u>Vacancy Allowance</u>	<u>Miscellaneous</u>	<u>Major Change</u>	<u>Total</u>
22,000	400	2,400	0	0	-900	23,900

Major Change

Services and supplies are reduced due to budget constraints	-500
Productivity improvements result in savings	-400

ADMINISTRATION

This activity manages the Bureau and sets and maintains standards resulting in accurate and efficient accounting services.

ACCOUNTING SERVICES

This activity maintains general ledger and subsidiary records, reconciles bank statements, and prepares financial statements.

ACCOUNTS PAYABLE/DATA INPUT

This unit receives and audits claim vouchers, the form used by departments to pay vendors. It administers and processes contracts, travel authorizations, and appropriation transfers. It processes documents approved for payment, adjusts account balances, and enters new balances into the Financial Information System.

DEPARTMENT OF FINANCE
ACCOUNTING

Performance Indicators

	<u>Actual</u> <u>2002-03</u>	<u>Estimated</u> <u>2003-04</u>	<u>Budget</u> <u>2003-04</u>	<u>Budget</u> <u>2004-05</u>
DEMAND				
Transactions requested	94,181	93,800	93,300	93,800
WORKLOAD				
Vouchers audited and input	49,901	50,000	50,000	50,000
Appropriation transfers input	6,988	7,000	6,200	7,000
Account lines input	5,430	5,400	5,200	5,400
Cash transactions input	22,475	22,000	22,000	22,000
Encumbrances set up	9,387	9,400	9,900	9,400

PAYROLL

This unit issues paychecks to each employee and certain pensioners. It prepares necessary payroll-related regulatory reports for Federal, New York State, and other agencies, and performs accounting functions related to health and dental insurance.

Performance Indicators

	<u>Actual</u> <u>2002-03</u>	<u>Estimated</u> <u>2003-04</u>	<u>Budget</u> <u>2003-04</u>	<u>Budget</u> <u>2004-05</u>
DEMAND				
Payrolls Required	178	173	176	176
WORKLOAD				
Checks issued	127,500	126,000	130,000	128,000
Payrolls prepared	178	173	176	176

GRANT ACCOUNTING

This unit prepares financial reports, assists in audits, and provides centralized accounting for Federal and New York State grants. It reviews grant budgets and monitors loan programs. It also maintains certain receivable files and administers payments in lieu of taxes.

Performance Indicators

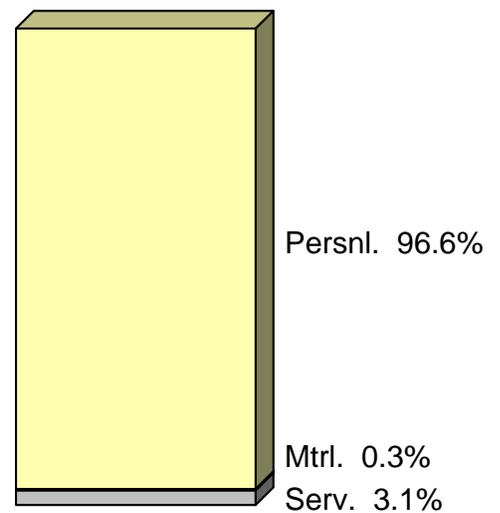
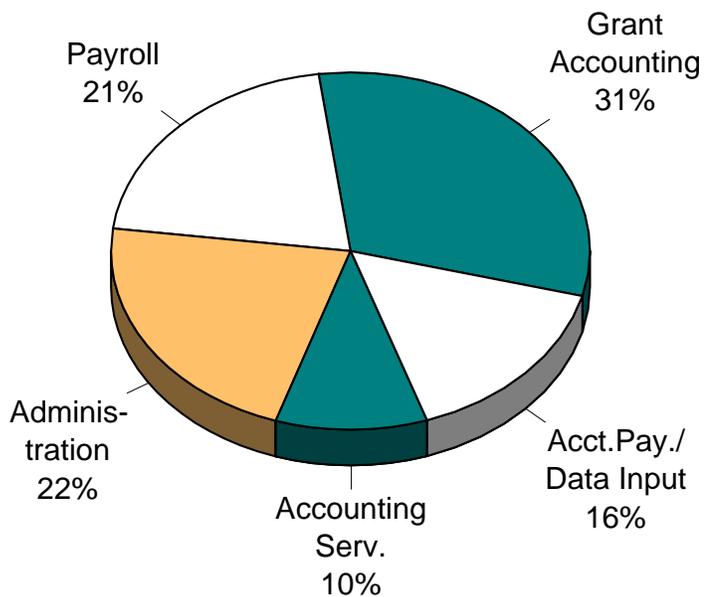
	<u>Actual</u> <u>2002-03</u>	<u>Estimated</u> <u>2003-04</u>	<u>Budget</u> <u>2003-04</u>	<u>Budget</u> <u>2004-05</u>
DEMAND				
Federal and New York State grants	94	95	95	95
Loan types	28	28	28	28
Residential property improvement loans serviced	500	470	500	450
In lieu of tax agreements	105	106	107	106
WORKLOAD				
Audits reviewed	11	11	12	11
Reports	559	552	560	560
Accounts receivable billings	8,900	8,000	8,900	7,500
Cash requests	1,105	1,280	1,100	1,170

**DEPARTMENT OF FINANCE
ACCOUNTING
EXPENDITURE SUMMARY**

	<u>Actual</u> <u>2002-03</u>	<u>Estimated</u> <u>2003-04</u>	<u>Amended</u> <u>2003-04</u>	<u>Approved</u> <u>2004-05</u>
Appropriation by Major Object				
Personnel Expenses	823,582	854,800	857,000	879,000
Materials & Supplies	2,968	3,000	3,000	3,000
Services	30,283	27,600	26,400	28,300
Other	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	856,833	885,400	886,400	910,300

Appropriation by Activity				
Administration	188,174	190,300	194,200	201,900
Accounting Services	84,733	85,600	84,800	86,900
Accounts Payable/Data Input	140,458	144,600	142,100	145,600
Payroll	185,371	185,900	188,900	192,400
Grant Accounting	<u>258,097</u>	<u>279,000</u>	<u>276,400</u>	<u>283,500</u>
Total	856,833	885,400	886,400	910,300

Employee Years by Activity				
Administration	2.0	2.0	2.0	2.0
Accounting Services	2.1	2.0	2.0	2.0
Accounts Payable/Data Input	3.9	4.0	4.0	4.0
Payroll	4.0	3.8	4.0	4.0
Grant Accounting	<u>5.4</u>	<u>6.0</u>	<u>6.0</u>	<u>6.0</u>
Total	17.4	17.8	18.0	18.0



DEPARTMENT OF FINANCE
ACCOUNTING
PERSONNEL SUMMARY

FULL TIME POSITIONS				Administration	Accounting Services	Accounts Payable/ Data Input	Payroll	Grant Accounting
Br.	Title	Budget 2003-04	Approved 2004-05					
33	Director, Accounting	1	1	1				
28	Assistant Director, Accounting	1	1	1				
26	Payroll Systems Supervisor	1	1				1	
26	Principal Finance Officer	1	1					1
20	Senior Accountant	6	6		1	1	1	3
18	Payroll Auditor	1	1				1	
17	Payroll Technician	1	1				1	
15	Accountant	2	2		1			1
11	Clerk I	1	1					1
9	Clerk II	1	1			1		
9	Clerk II with Typing	2	2			2		
EMPLOYEE YEARS								
	Full Time	18.0	18.0	2.0	2.0	4.0	4.0	6.0
	Overtime	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	Part Time, Temporary, Seasonal	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	Less: Vacancy Allowance	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>
	Total	18.0	18.0	2.0	2.0	4.0	4.0	6.0

**DEPARTMENT OF FINANCE
TREASURY**

Treasury collects all monies owed to the City, including taxes and water bills. It has care and custody, including investment responsibility, of all resources of the City and the City School District. The Bureau disburses funds according to policies and regulations. It meters and posts U.S. Mail and provides messenger services to City departments.

Year-to-Year Comparison

	<u>2003-04</u>	<u>2004-05</u>	<u>Change</u>
Budget	1,071,500	1,092,800	21,300
Employee Years	24.2	24.2	0.0

Change Detail

<u>Salary & Wage Adjustment</u>	<u>General Inflation</u>	<u>Chargebacks</u>	<u>Vacancy Allowance</u>	<u>Miscellaneous</u>	<u>Major Change</u>	<u>Total</u>
21,100	2,600	-12,400	0	2,600	7,400	21,300

Major Change

Annual voucher scan software license fee is added with the expiration of initial agreement coverage	5,100
Equipment maintenance costs increase	1,900
Legal notice advertising costs are raised	1,400
Productivity improvements result in savings	-1,000

ADMINISTRATION

This activity manages and supervises Treasury operations and invests City and City School District funds to generate interest income. It also maintains the City's cash ledger.

Performance Indicators

	<u>Actual 2002-03</u>	<u>Estimated 2003-04</u>	<u>Budget 2003-04</u>	<u>Budget 2004-05</u>
DEMAND				
Average daily cash ledger balance (\$000)	221,137	237,000	237,000	240,000
WORKLOAD				
Average daily invested cash bank balance (\$000)	221,137	237,000	237,000	240,000

CASH CONTROL

Cash Control receives and deposits all revenue for the City and the City School District, disburses all City funds, countersigns and distributes payroll checks, processes tax, water, and refuse bills, sells bus passes and parking stamps. The unit also processes travel vouchers and prepares and indexes claim vouchers and water payments for scanning.

Performance Indicators

	<u>Actual 2002-03</u>	<u>Estimated 2003-04</u>	<u>Budget 2003-04</u>	<u>Budget 2004-05</u>
DEMAND				
Bills received for processing:				
• Tax bills	200,874	206,000	206,000	206,000

Performance Indicators

	Actual <u>2002-03</u>	Estimated <u>2003-04</u>	Budget <u>2003-04</u>	Budget <u>2004-05</u>
● Water bills	181,506	182,500	182,500	182,500
● Commercial refuse bills	7,042	7,100	7,500	7,200
WORKLOAD				
Cash disbursements	46,936	46,500	47,000	47,000
Payments processed:				
● Tax bills	200,874	206,000	206,000	206,000
● Water bills	181,506	182,500	182,500	181,500
● Commercial refuse bills	7,042	7,100	7,500	7,100
Development loan payments processed	5,968	6,500	6,800	6,600

TAX ACCOUNTING

This activity maintains tax receivable records and collects delinquent tax payments. It applies tax payments to the proper accounts and enters necessary adjustments and cancellations. In addition to responding to inquiries from taxpayers about their accounts, Tax Accounting maintains and posts a separate file for property rehabilitation and code enforcement charges. Delinquent account payments are collected, tax payment agreements administered, and foreclosure actions initiated as provided under New York State law.

Performance Indicators

	Actual <u>2002-03</u>	Estimated <u>2003-04</u>	Budget <u>2003-04</u>	Budget <u>2004-05</u>
DEMAND				
Tax accounts	67,249	67,300	67,300	67,300
Delinquent tax accounts	10,368	10,300	9,200	10,200
Prior years tax agreements	515	525	600	520
Requests for new tax agreements	210	225	250	300
WORKLOAD				
Tax adjustments made	1,952	1,934	1,915	1,900
Foreclosure notices mailed	3,214	3,085	3,300	3,150
Tax agreement applications	210	225	250	300
RESULTS				
Tax agreements processed	210	225	250	300
City initiated foreclosures	191	221	250	228
Actual foreclosure sales	304	338	250	350
Defaulted tax agreements	36	26	40	31
Properties redeemed before foreclosure	2,157	2,018	2,150	2,005

Note: see Revenue Summary, Tax Collection Experience section, for current and delinquent tax data and history.

MAIL & MESSENGER SERVICE

This activity processes all interdepartmental and outgoing mail from City facilities, processes U.S. mail for the bureau, acts as liaison to the U.S. Postal Service, processes and dispatches all City billings, and provides logistical support to City departments for targeted mailings. Its messengers deliver daily mail to outlying City facilities, make necessary special deliveries, and provide transportation services.

DEPARTMENT OF FINANCE
TREASURY

Performance Indicators

	<u>Actual</u> <u>2002-03</u>	<u>Estimated</u> <u>2003-04</u>	<u>Budget</u> <u>2003-04</u>	<u>Budget</u> <u>2004-05</u>
DEMAND				
Outgoing mail (000)	894	955	1,052	984
Incoming mail (000)	195	195	195	195
Interdepartmental mail (000)	260	260	260	260
WORKLOAD				
Items sorted, classed, and dispatched (000)	1,349	1,410	1,507	1,439

Chargebacks

<u>Department/Bureau</u>	<u>2003-04</u>	<u>2004-05</u>	<u>Department/Bureau</u>	<u>2003-04</u>	<u>2004-05</u>
CITY COUNCIL & CLERK	10,400	15,800	ECONOMIC DEVELOPMENT		
ADMINISTRATION			Administration	11,200	18,200
Mayors Office	8,700	4,300	Municipal Parking	400	500
Pathways to Peace	800	300	TOTAL:	11,600	18,700
Special Projects	2,700	2,700	ENVIRONMENTAL SERVICES		
Audit	100	100	Commissioner	155,700	120,900
NET	50,000	55,000	Engineering	5,300	6,700
Budget	500	100	Operations	2,400	300
Human Resource Mgt.	17,300	17,700	Water & Lighting	2,700	1,300
Communications	3,000	3,100	Equipment Services	200	100
Law	7,100	8,700	TOTAL:	166,300	129,300
TOTAL:	90,200	92,000	EMERGENCY COMMUNICATIONS		
FINANCE				3,100	3,400
Director's Office	2,700	3,500	POLICE		
Accounting	6,000	8,200		69,100	84,600
Treasury	74,600	54,700	FIRE		
Assessment	67,000	49,800		2,100	3,000
Parking & Municipal Violations	78,300	75,100	PARKS, RECREATION AND HUMAN SERVICES		
Purchasing	16,900	17,700	Commissioner	3,300	2,900
Information Systems	500	700	Parks & Recreation	7,300	10,500
TOTAL:	246,000	209,700	Special Services	10,300	22,500
COMMUNITY DEVELOPMENT			Human Services	12,600	1,900
Commissioner	3,200	2,800	TOTAL:	33,500	37,800
Neighborhood Initiatives	800	1,100	CITY TOTAL		
Buildings & Zoning	22,500	17,700		675,400	630,300
Housing & Project Dev.	13,200	13,700	Interfund	14,000	25,400
Planning	3,400	700	Intrafund	661,400	604,900
TOTAL:	43,100	36,000	CITY TOTAL		
				675,400	630,300

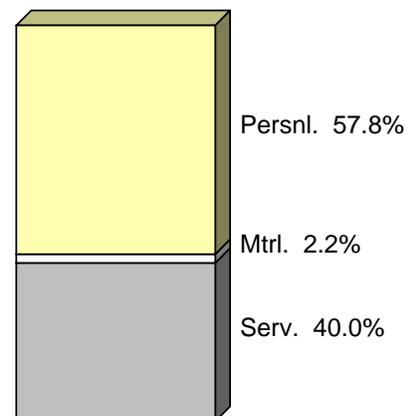
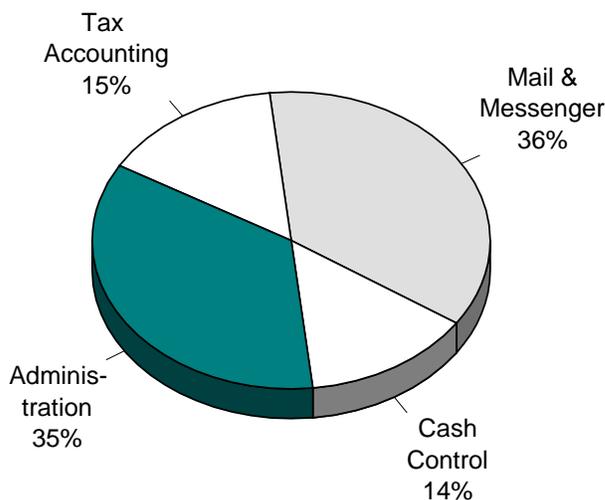
DEPARTMENT OF FINANCE
TREASURY
EXPENDITURE SUMMARY

	<u>Actual</u> <u>2002-03</u>	<u>Estimated</u> <u>2003-04</u>	<u>Amended</u> <u>2003-04</u>	<u>Approved</u> <u>2004-05</u>
Appropriation by Major Object				
Personnel Expenses	925,587	946,800	958,800	981,400
Materials & Supplies	30,240	31,100	38,000	36,500
Services	624,338	659,400	736,100	679,800
Other	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	1,580,165	1,637,300	1,732,900	1,697,700
Less: Intrafund Credit*	<u>546,600</u>	<u>617,200</u>	<u>661,400</u>	<u>604,900</u>
Total	1,033,565	1,020,100	1,071,500	1,092,800

Appropriation by Activity				
Administration	547,367	539,100	583,000	587,900
Cash Control	271,756	226,700	223,300	232,200
Tax Accounting	186,040	254,300	251,200	247,300
Mail and Messenger Service	<u>575,002</u>	<u>617,200</u>	<u>675,400</u>	<u>630,300</u>
Total	1,580,165	1,637,300	1,732,900	1,697,700
Less: Intrafund Credit*	<u>546,600</u>	<u>617,200</u>	<u>661,400</u>	<u>604,900</u>
Total	1,033,565	1,020,100	1,071,500	1,092,800

Employee Years by Activity				
Administration	6.8	7.0	7.1	7.1
Cash Control	7.4	6.8	6.7	6.7
Tax Accounting	7.1	7.0	7.1	7.1
Mail and Messenger Service	<u>3.2</u>	<u>3.2</u>	<u>3.3</u>	<u>3.3</u>
Total	24.5	24.0	24.2	24.2

*Reflects chargeback for postage



DEPARTMENT OF FINANCE
TREASURY
PERSONNEL SUMMARY

FULL TIME POSITIONS				Administration	Cash Control	Tax Accounting	Mail & Mes- senger Service
Br.	Title	Budget 2003-04	Approved 2004-05				
33	City Treasurer	1	1	1			
28	Deputy Treasurer	1	1	1			
24	Sr. Administrative Analyst	1	2	2			
20	Senior Accountant	3	2	1		1	
18	Head Cashier	1	1		1		
15	Accountant	1	1	1			
15	Principal Account Clerk	1	1		1		
14	Senior Resource Collector	1	1			1	
13	Senior Cashier Bilingual	1	1		1		
12	Junior Accountant	2	2	1		1	
12	Mailroom Coordinator	1	1				1
12	Resource Collector	2	2			2	
9	Clerk II with Typing	2	2		2		
7	Clerk III with Typing	2	2			2	
6	Interdept. Messenger	2	2				2
5	Account Clerk Bilingual	1	1		1		
EMPLOYEE YEARS							
	Full Time	23.0	23.0	7.0	6.0	7.0	3.0
	Overtime	1.0	1.0	0.2	0.7	0.1	0.0
	Part Time, Temporary, Seasonal	0.3	0.3	0.0	0.0	0.0	0.3
	Less: Vacancy Allowance	<u>0.1</u>	<u>0.1</u>	<u>0.1</u>	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>
	Total	24.2	24.2	7.1	6.7	7.1	3.3

The Bureau determines the market value of every property in the City through on-site visits and recording of pertinent data. The Bureau monitors recent property transfers, neighborhood and economic conditions, financing, legal restrictions, and environmental issues as they pertain to City properties. The public is provided data on property ownership, tax exemption programs, legal deadlines, and sales information. The Bureau processes tax exemption applications, deeds of transfer, assessment changes, and letters of notice.

Year-to-Year Comparison

	<u>2003-04</u>	<u>2004-05</u>	<u>Change</u>
Budget	1,221,600	1,024,400	-197,200
Employee Years	22.4	19.5	-2.9

Change Detail

<u>Salary & Wage Adjustment</u>	<u>General Inflation</u>	<u>Chargebacks</u>	<u>Vacancy Allowance</u>	<u>Miscellaneous</u>	<u>Major Change</u>	<u>Total</u>
11,300	0	4,500	0	4,400	-217,400	-197,200

Major Change

A city-wide revaluation of all properties in 2003-04 is completed	-204,000
Seasonal clerical support hours are reduced due to budget constraints	-13,400

ADMINISTRATION

This activity manages and supervises the Bureau.

RECORDS

This activity records City real estate transfers and changes in assessment and exemption value. It prepares, mails, and processes applications for exemption programs and reports. It prepares and publishes assessment rolls and responds to inquiries from citizens.

APPRAISAL

Appraisal inspects properties and calculates assessments based on these inspections. It inspects tax exempt properties and properties whose owners apply for exempt status to confirm that they comply with applicable laws and eligibility standards. Appraisal also inspects properties for which building permits have been issued and records any changes in assessed value. It processes applications, complaints, and appeals to the Board of Assessment Review.

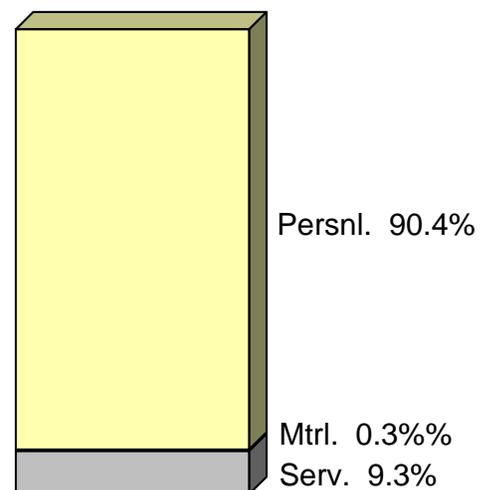
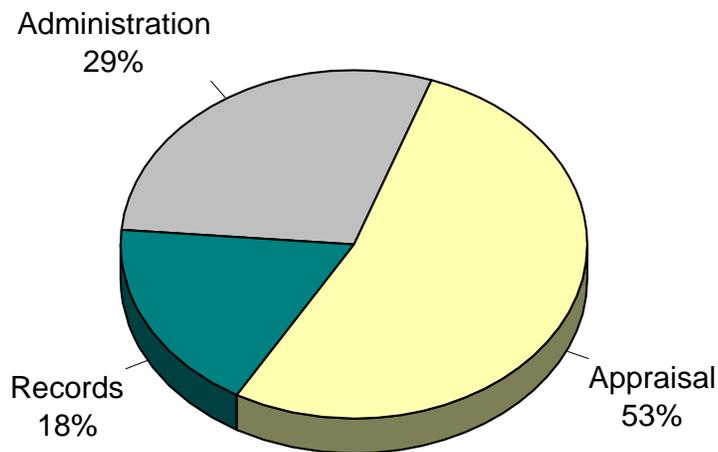
DEPARTMENT OF FINANCE
ASSESSMENT

Performance Indicators

	<u>Actual</u> <u>2002-03</u>	<u>Estimated</u> <u>2003-04</u>	<u>Budget</u> <u>2003-04</u>	<u>Budget</u> <u>2004-05</u>
DEMAND				
Properties in City	67,364	67,249	67,300	67,300
WORKLOAD				
Owner requests for review	1,360	7,000	7,800	2,500
Reviews performed:				
● Sales	3,352	1,500	1,500	3,500
● Building permits	4,950	5,500	4,400	5,500
● Exemptions (new and renewal)	13,575	14,000	16,000	14,000
Revaluation Related:				
● Data entry on City properties	6,506	4,000	4,400	7,500
● Notices and Letters	85,834	100,000	122,500	85,000

DEPARTMENT OF FINANCE
ASSESSMENT
EXPENDITURE SUMMARY

	Actual <u>2002-03</u>	Estimated <u>2003-04</u>	Amended <u>2003-04</u>	Approved <u>2004-05</u>
Appropriation by Major Object				
Personnel Expenses	896,290	977,500	1,003,500	926,100
Materials & Supplies	9,766	13,000	19,700	3,500
Services	77,816	138,200	198,400	94,800
Other	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	983,872	1,128,700	1,221,600	1,024,400
Appropriation by Activity				
Administration	274,493	343,800	412,300	296,700
Records	195,235	248,700	259,500	185,100
Appraisal	<u>514,144</u>	<u>536,200</u>	<u>549,800</u>	<u>542,600</u>
Total	983,872	1,128,700	1,221,600	1,024,400
Employee Years by Activity				
Administration	3.1	3.1	3.1	3.1
Records	7.1	8.2	8.7	6.2
Appraisal	<u>10.4</u>	<u>10.5</u>	<u>10.6</u>	<u>10.2</u>
Total	20.6	21.8	22.4	19.5



DEPARTMENT OF FINANCE
ASSESSMENT
PERSONNEL SUMMARY

FULL TIME POSITIONS				Administration	Records	Appraisal
Br.	Title	Budget 2003-04	Approved 2004-05			
33	Assessor	1	1	1		
28	Deputy City Assessor	1	1	1		
27	Commercial Appraiser	1	1			1
27	Supervising Real Prop. Appraiser	1	1			1
20	Real Property Appraiser	8	8			8
11	Clerk I	1	1		1	
11	Secretary	1	1	1		
7	Clerk III w/Typing	4	4		4	
EMPLOYEE YEARS						
	Full Time	18.0	18.0	3.0	5.0	10.0
	Overtime	1.2	0.5	0.1	0.2	0.2
	Part Time, Temporary, Seasonal	3.2	1.0	0.0	1.0	0.0
	Less: Vacancy Allowance	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>
	Total	22.4	19.5	3.1	6.2	10.2

DEPARTMENT OF FINANCE
PARKING & MUNICIPAL VIOLATIONS

Parking and Municipal Violations enforces parking, dog control, and other provisions of the Municipal Code. It collects fines, state surcharges and state scofflaw clearance fees. It conducts an administrative adjudication system that provides hearings for those contesting summonses or who fail to pay fines within a specified period. The Bureau also prepares a civil judgment roll for judicial certification, administers contracts with commercial collection agencies, and certifies scofflaws to the New York State Department of Motor Vehicles (DMV).

Year-to-Year Comparison

	<u>2003-04</u>	<u>2004-05</u>	<u>Change</u>
Budget	826,200	825,200	-1,000
Employee Years	17.1	16.9	-0.2

Change Detail

<u>Salary & Wage Adjustment</u>	<u>General Inflation</u>	<u>Chargebacks</u>	<u>Vacancy Allowance</u>	<u>Miscellaneous</u>	<u>Major Change</u>	<u>Total</u>
27,500	5,100	-4,000	0	0	-29,600	-1,000

Major Change

Seasonal clerical support is reduced	-9,000
Supplies and maintenance are reduced due to budget constraints.	-8,200
The allocation for hearing hours is reduced based on projected need	-7,100
Productivity improvements result in savings	-2,900
Services and supplies are reduced due to budget constraints	-2,400

ADMINISTRATION – R2010 Campaign #3 - Health, Safety & Responsibility

This activity manages the Bureau, prepares required reports, and responds to citizen complaints and inquiries.

ACCOUNTS RECEIVABLE & ENFORCEMENT – R2010 Campaign #3 - Health, Safety & Responsibility

This activity receives and processes payments of penalties and fines and maintains daily financial records. This activity also prepares and enforces civil judgements against parking offenders and municipal code violators, prepares and enforces scofflaw notices, and administers contracts with commercial collection agencies.

Performance Indicators

	<u>Actual 2002-03</u>	<u>Estimated 2003-04</u>	<u>Budget 2003-04</u>	<u>Budget 2004-05</u>
DEMAND				
Tickets issued:				
● Parking	108,971	117,200	117,200	116,700
● Dog code violations	1,740	1,500	1,500	1,700
● Municipal Code	6,936	7,000	7,000	7,000
Parking cases placed in judgment	41,401	33,000	33,000	36,000
Scofflaws certified	4,100	4,300	4,300	3,530

DEPARTMENT OF FINANCE
PARKING & MUNICIPAL VIOLATIONS

Performance Indicators

	<u>Actual</u> <u>2002-03</u>	<u>Estimated</u> <u>2003-04</u>	<u>Budget</u> <u>2003-04</u>	<u>Budget</u> <u>2004-05</u>
WORKLOAD				
Payments processed:				
• By mail	169,390	170,000	170,000	170,000
• In person	22,198	23,300	23,300	23,300
RESULTS				
Judgment cases prepared	41,401	33,000	33,000	36,000
Scofflaw clearances issued	2,300	2,000	2,000	2,300
Satisfaction notices prepared	11,720	11,600	11,600	11,600

ADJUDICATION – R2010 Campaign #3 - Health, Safety & Responsibility

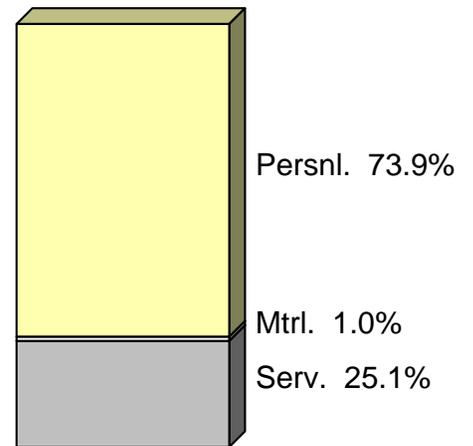
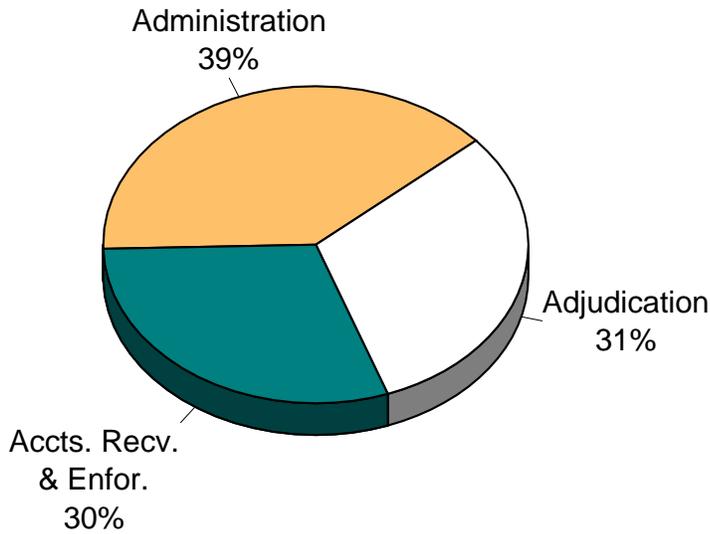
This activity schedules hearings for municipal code violations, compiles hearing dockets, prepares and mails hearing notice, maintains records of proceedings, and processes appeals.

Performance Indicators

	<u>Actual</u> <u>2002-03</u>	<u>Estimated</u> <u>2003-04</u>	<u>Budget</u> <u>2003-04</u>	<u>Budget</u> <u>2004-05</u>
DEMAND				
Parking tickets issued	108,971	117,200	117,200	116,700
Hearing notices prepared	3,300	3,400	3,400	3,200
WORKLOAD				
Cases heard:				
• Parking	12,253	13,300	13,300	12,100
• Municipal code	3,044	3,400	3,400	3,400
Default cases processed:				
• Parking	39,800	38,900	38,900	35,400
• Municipal code	7,014	7,000	7,000	6,400

DEPARTMENT OF FINANCE
PARKING & MUNICIPAL VIOLATIONS
EXPENDITURE SUMMARY

	<u>Actual</u> 2002-03	<u>Estimated</u> 2003-04	<u>Amended</u> 2003-04	<u>Approved</u> 2004-05
Appropriation by Major Object				
Personnel Expenses	561,020	589,300	592,800	610,400
Materials & Supplies	13,153	14,000	14,000	8,000
Services	195,636	199,600	219,400	206,800
Other	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	769,809	802,900	826,200	825,200
Appropriation by Activity				
Administration	304,102	319,400	328,900	324,700
Accounts Receivable & Enforcement	222,015	230,900	242,800	242,800
Adjudication	<u>243,692</u>	<u>252,600</u>	<u>254,500</u>	<u>257,700</u>
Total	769,809	802,900	826,200	825,200
Employee Years by Activity				
Administration	3.3	4.0	4.3	3.3
Accounts Receivable & Enforcement	7.1	5.8	6.5	7.3
Adjudication	<u>6.1</u>	<u>6.3</u>	<u>6.3</u>	<u>6.3</u>
Total	16.5	16.1	17.1	16.9



DEPARTMENT OF FINANCE
PARKING & MUNICIPAL VIOLATIONS
PERSONNEL SUMMARY

FULL TIME POSITIONS				Administration	Accounts Receivable & Enforcement	Adjudication
Br.	Title	Budget 2003-04	Approved 2004-05			
33	Director of Parking Violations	1	1	1		
26	Asst. Director, Parking Violations	1	1	1		
20	Executive Assistant	1	1		1	
11	Secretary	1	1	1		
9	Clerk II	1	1		1	
7	Clerk III	7	7		2	5
7	Clerk III Bilingual	1	1		1	
5	Account Clerk	1	1		1	
3	Clerk Typist	2	2		1	1
EMPLOYEE YEARS						
Full Time		16.0	16.0	3.0	7.0	6.0
Overtime		0.0	0.0	0.0	0.0	0.0
Part Time, Temporary, Seasonal		1.2	1.0	0.3	0.4	0.3
Less: Vacancy Allowance		<u>0.1</u>	<u>0.1</u>	<u>0.0</u>	<u>0.1</u>	<u>0.0</u>
Total		17.1	16.9	3.3	7.3	6.3

DEPARTMENT OF FINANCE
PURCHASING

4-25

This Bureau purchases or leases all material, supplies, equipment, and contract services necessary for the City to perform its tasks. It writes specifications for items, obtains written and verbal quotes from vendors, solicits, analyzes and awards bids, and issues contracts and purchase orders. Purchasing ensures that contractors employed by the City comply with Federal and New York State labor standards and all applicable legal requirements. The Bureau provides central duplicating and office supply services to City departments and disposes of surplus property.

Year-to-Year Comparison

	<u>2003-04</u>	<u>2004-05</u>	<u>Change</u>
Budget	632,600	636,500	3,900
Employee Years	13.3	13.1	-0.2

Change Detail

<u>Salary & Wage Adjustment</u>	<u>General Inflation</u>	<u>Chargebacks</u>	<u>Vacancy Allowance</u>	<u>Miscellaneous</u>	<u>Major Change</u>	<u>Total</u>
17,800	5,600	3,400	0	0	-22,900	3,900

Major Change

Professional fees for program support are eliminated due to budget constraints	-9,500
Services and supplies are reduced due to budget constraints	-6,200
On-call support in Duplicating is eliminated due to budget constraints	-4,200
Productivity improvements result in savings	-3,000

PURCHASING

This activity prepares specifications, obtains price quotes, generates purchase orders from requisitions received from City departments, administers the competitive bidding process, and disposes of surplus property. It also provides general administration for the Bureau.

The City's Minority/Women Business Enterprise program (M/WBE) identifies opportunities and provides assistance to minority firms interested in doing business with City agencies.

Performance Indicators

	<u>Actual 2002-03</u>	<u>Estimated 2003-04</u>	<u>Budget 2003-04</u>	<u>Budget 2004-05</u>
DEMAND				
Requisitions received	4,810	4,750	4,900	4,900
Contracts/projects received:				
● Construction*	61	71	97	69
● Construction (M/WBE)*	143	176	291	207
● Supplies/services	253	270	300	300
Call numbers requested for purchases under \$300	2,122	2,575	2,800	2,700

DEPARTMENT OF FINANCE
PURCHASING

Performance Indicators

	<u>Actual</u> <u>2002-03</u>	<u>Estimated</u> <u>2003-04</u>	<u>Budget</u> <u>2003-04</u>	<u>Budget</u> <u>2004-05</u>
WORKLOAD				
Informal quotes obtained	4,248	4,450	4,500	4,500
Bids advertised	307	350	350	375
Contracts awarded:				
• Construction (\$000)	27,360	46,200	36,810	41,750
• Construction-M/WBE (\$000)	3,684	5,082	4,045	4,593
• Supplies/services	594	600	600	600
Purchase orders issued	4,872	6,200	6,200	6,200
Call numbers issued for purchases under \$300	2,122	2,575	2,800	2,700
Auctions held	33	34	34	34
M/WBE utilization plans reviewed	61	71	97	69

*Source: Department of Environmental Services (DES), Bureau of Architecture & Engineering; includes only contracts over \$20,000. The items received from DES are received as projects; once successfully bid out the projects become contracts. Purchasing does not monitor sub-contractors.

DUPLICATING SERVICES

This activity provides copying services to City Hall departments and maintains a central inventory of office supplies.

Performance Indicators

	<u>Actual</u> <u>2002-03</u>	<u>Estimated</u> <u>2003-04</u>	<u>Budget</u> <u>2003-04</u>	<u>Budget</u> <u>2004-05</u>
DEMAND				
Work Orders	3,289	3,500	3,600	3,700
WORKLOAD				
Copies made (000)				
• Convenience copies	3,779	3,700	3,300	3,500
• Central duplicating	3,846	3,900	3,800	4,000

DEPARTMENT OF FINANCE
PURCHASING

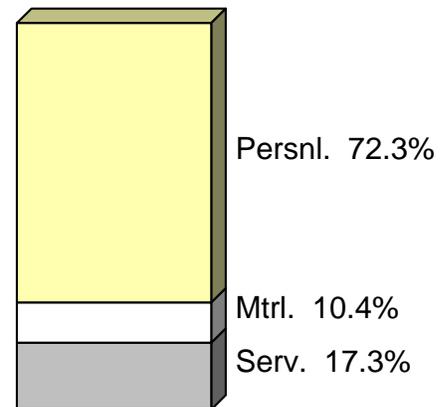
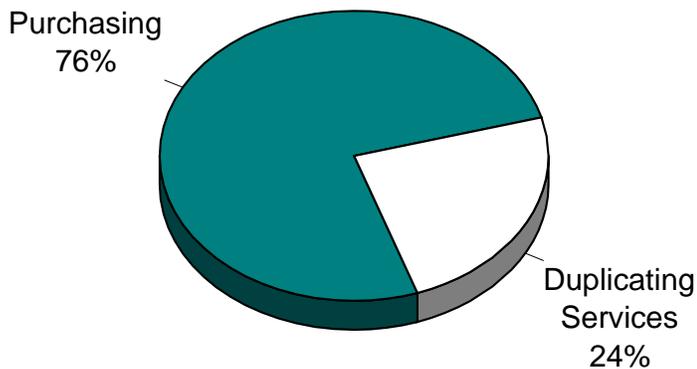
Chargebacks

<u>Department/Bureau</u>	<u>2003-04</u>	<u>2004-05</u>	<u>Department/Bureau</u>	<u>2003-04</u>	<u>2004-05</u>
CITY COUNCIL & CLERK	8,000	7,900	ECONOMIC DEVELOPMENT		
ADMINISTRATION				6,400	6,400
Mayor's Office	7,200	7,200	ENVIRONMENTAL SERVICES		
NET	18,200	18,000	Commissioner	8,100	8,000
Special Projects	1,400	1,400	Architecture & Engineering	12,900	12,800
Budget	8,500	8,400	Operations	2,500	2,500
Human Resources Mgt.	20,700	20,500	Water & Lighting	1,600	1,600
Communications	4,900	4,900	Equipment Services	<u>100</u>	<u>100</u>
Law	<u>6,000</u>	<u>6,000</u>	TOTAL:	25,200	25,000
TOTAL:	66,900	66,400	EMERGENCY COMMUNICATIONS		
FINANCE				2,200	2,200
Director's Office	1,400	1,400	PARKS, RECREATION AND HUMAN SERVICES		
Accounting	2,600	2,600	Commissioner	5,900	5,900
Treasury	4,900	4,900	Parks & Recreation	10,500	10,300
Assessment	1,500	1,500	Human Services	<u>2,900</u>	<u>2,900</u>
Purchasing	6,100	6,100	TOTAL:	19,300	19,100
Information Systems	<u>200</u>	<u>200</u>	CITY TOTAL	175,500	174,300
TOTAL:	16,700	16,700	Interfund	2,500	2,500
COMMUNITY DEVELOPMENT			Intrafund	173,000	171,800
Commissioner	7,300	7,300	CITY TOTAL	175,500	174,300
Neighborhood Initiatives	2,800	2,800			
Buildings & Zoning	4,000	4,000			
Housing & Project Dev.	9,200	9,100			
Planning	<u>7,500</u>	<u>7,400</u>			
TOTAL:	30,800	30,600			

**DEPARTMENT OF FINANCE
PURCHASING
EXPENDITURE SUMMARY**

	<u>Actual 2002-03</u>	<u>Estimated 2003-04</u>	<u>Amended 2003-04</u>	<u>Approved 2004-05</u>
Appropriation by Major Object				
Personnel Expenses	541,762	565,600	571,400	584,400
Materials & Supplies	80,131	77,100	86,100	84,000
Services	130,196	148,000	148,100	139,900
Other	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	752,089	790,700	805,600	808,300
Less: Intrafund Credit*	<u>173,900</u>	<u>173,000</u>	<u>173,000</u>	<u>171,800</u>
Total	578,189	617,700	632,600	636,500
Appropriation by Activity				
Purchasing	569,563	594,300	605,100	610,500
Duplicating Services	<u>182,526</u>	<u>196,400</u>	<u>200,500</u>	<u>197,800</u>
Total	752,089	790,700	805,600	808,300
Less: Intrafund Credit*	<u>173,900</u>	<u>173,000</u>	<u>173,000</u>	<u>171,800</u>
Total	578,189	617,700	632,600	636,500
Employee Years by Activity				
Purchasing	12.1	11.9	12.1	12.1
Duplicating Services	<u>1.1</u>	<u>1.0</u>	<u>1.2</u>	<u>1.0</u>
Total	13.2	12.9	13.3	13.1

*Reflects chargeback for duplicating



DEPARTMENT OF FINANCE
PURCHASING
PERSONNEL SUMMARY

FULL TIME POSITIONS				Purchasing	Duplicating Services
Br.	Title	Budget 2003-04	Approved 2004-05		
33	Purchasing Agent	1	1	1	
24	Minority & Women Business Enterprise Officer	1	1	1	
19	Purchaser	6	6	6	
14	Coordinator Duplicating & Supplies	1	1		1
11	Secretary	1	1	1	
10	Purchasing Control Clerk	1	1	1	
7	Clerk III with Typing	2	2	2	
EMPLOYEE YEARS					
	Full Time	13.0	13.0	12.0	1.0
	Overtime	0.1	0.1	0.1	0.0
	Part Time, Temporary, Seasonal	0.2	0.0	0.0	0.0
	Less: Vacancy Allowance	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>
	Total	13.3	13.1	12.1	1.0

**DEPARTMENT OF FINANCE
INFORMATION SYSTEMS**

Information Systems provides computer services to City departments, including system analysis and design, programming, data entry, network and computer operation and maintenance. Major systems maintained by Information Systems include:

- Building Information System
- Parking Violations Collections System
- Finance Information System
- Real Property Information System
- Geographic Information System (GIS)
- Tax Billing & Receivables System
- Human Resources System
- Water Information System

Smaller systems are also maintained, including commercial refuse billing and the water valve location and status system. Oversight is provided for the planning of office automation applications and Help Desk support provided to computer users.

Year-to-Year Comparison

	<u>2003-04</u>	<u>2004-05</u>	<u>Change</u>
Budget	2,339,900	2,330,300	-9,600
Employee Years	38.2	38.2	0.0

Change Detail

<u>Salary & Wage Adjustment</u>	<u>General Inflation</u>	<u>Chargebacks</u>	<u>Vacancy Allowance</u>	<u>Miscellaneous</u>	<u>Major Change</u>	<u>Total</u>
98,600	14,000	-6,900	0	0	-115,300	-9,600

Major Change

Maintenance on selected hardware equipment is foregone due to budget constraints	-39,200
Database software upgrade is postponed due to budget constraints	-27,100
Keypunching in-house results in efficiency savings	-20,000
Funding for off-site disaster recovery is eliminated due to budget constraints; reciprocal disaster recovery arrangement being pursued with other governmental entity	-13,900
Productivity improvements result in savings	-11,400
Services and supplies are reduced due to budget constraints	-3,700

ADMINISTRATION – R2010 Campaign #7 - Quality Service

Administration manages the Bureau and develops objectives, policies, and procedures for its operation.

COMPUTER OPERATIONS

Computer Operations manages and maintains the City's mainframe computer, remote terminals and peripheral devices. Computer Operations maintains computer forms and supplies, produces paper and microfiche output documents, and supports teleprocessing transactions.

DATA PREPARATION & CONTROL

This activity processes batch data from user departments into machine readable form for computer input. It maintains system control logs and distributes reports and other output. This activity administers tape and program libraries and assists in general clerical activities.

SYSTEMS & PROGRAMMING

This activity performs research, designs and maintains systems, and develops programs. It analyzes project requests, audits existing systems, and devises procedures to meet departmental needs.

GIS Chargebacks

<u>Department/Bureau</u>	<u>2003-04</u>	<u>2004-05</u>	<u>Department/Bureau</u>	<u>2003-04</u>	<u>2004-05</u>
FINANCE	12,500	12,900	FIRE	1,000	1,000
COMMUNITY DEVELOPMENT			CITY TOTAL	150,100	154,600
Commissioner	900	900	Interfund	0	0
Neighborhood Initiatives	6,300	6,500	Intrafund	150,100	154,600
Buildings & Zoning	23,700	24,400	CITY TOTAL	150,100	154,600
Housing & Project Dev.	4,400	4,500			
Planning	<u>35,100</u>	<u>36,200</u>			
TOTAL:	<u>70,400</u>	<u>72,500</u>			
ECONOMIC DEVELOPMENT	18,000	18,500			
ENVIRONMENTAL SERVICES					
Commissioner	2,300	2,400			
Architecture & Engineering	<u>45,900</u>	<u>47,300</u>			
TOTAL:	<u>48,200</u>	<u>49,700</u>			

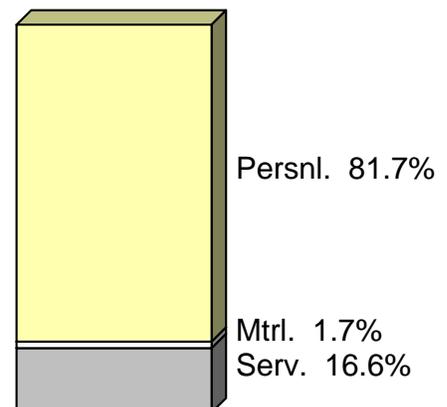
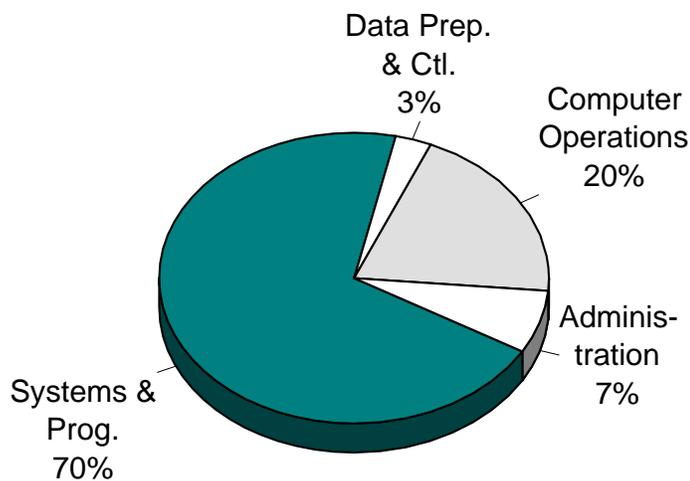
**DEPARTMENT OF FINANCE
INFORMATION SYSTEMS
EXPENDITURE SUMMARY**

	<u>Actual</u> <u>2002-03</u>	<u>Estimated</u> <u>2003-04</u>	<u>Amended</u> <u>2003-04</u>	<u>Approved</u> <u>2004-05</u>
Appropriation by Major Object				
Personnel Expenses	1,811,498	1,993,600	1,932,100	2,030,700
Materials & Supplies	38,468	36,800	44,000	41,300
Services	417,873	494,500	513,900	412,900
Other	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	2,267,839	2,524,900	2,490,000	2,484,900
Less: Intrafund Credit*	<u>147,300</u>	<u>150,100</u>	<u>150,100</u>	<u>154,600</u>
Total	2,120,539	2,374,800	2,339,900	2,330,300

Appropriation by Activity				
Administration	170,092	179,800	183,100	184,500
Computer Operations	501,674	575,400	584,200	505,200
Data Preparation & Control	79,958	84,800	86,700	56,400
Systems & Programming	<u>1,516,115</u>	<u>1,684,900</u>	<u>1,636,000</u>	<u>1,738,800</u>
Total	2,267,839	2,524,900	2,490,000	2,484,900
Less: Intrafund Credit*	<u>147,300</u>	<u>150,100</u>	<u>150,100</u>	<u>154,600</u>
Total	2,120,539	2,374,800	2,339,900	2,330,300

Employee Years by Activity				
Administration	2.0	2.0	2.0	2.0
Computer Operations	2.0	2.0	2.1	2.1
Data Preparation & Control	3.0	2.1	2.1	2.1
Systems & Programming	<u>29.0</u>	<u>31.0</u>	<u>32.0</u>	<u>32.0</u>
Total	36.0	37.1	38.2	38.2

*Reflects chargeback for Geographic Information System (GIS)



DEPARTMENT OF FINANCE
INFORMATION SYSTEMS
PERSONNEL SUMMARY

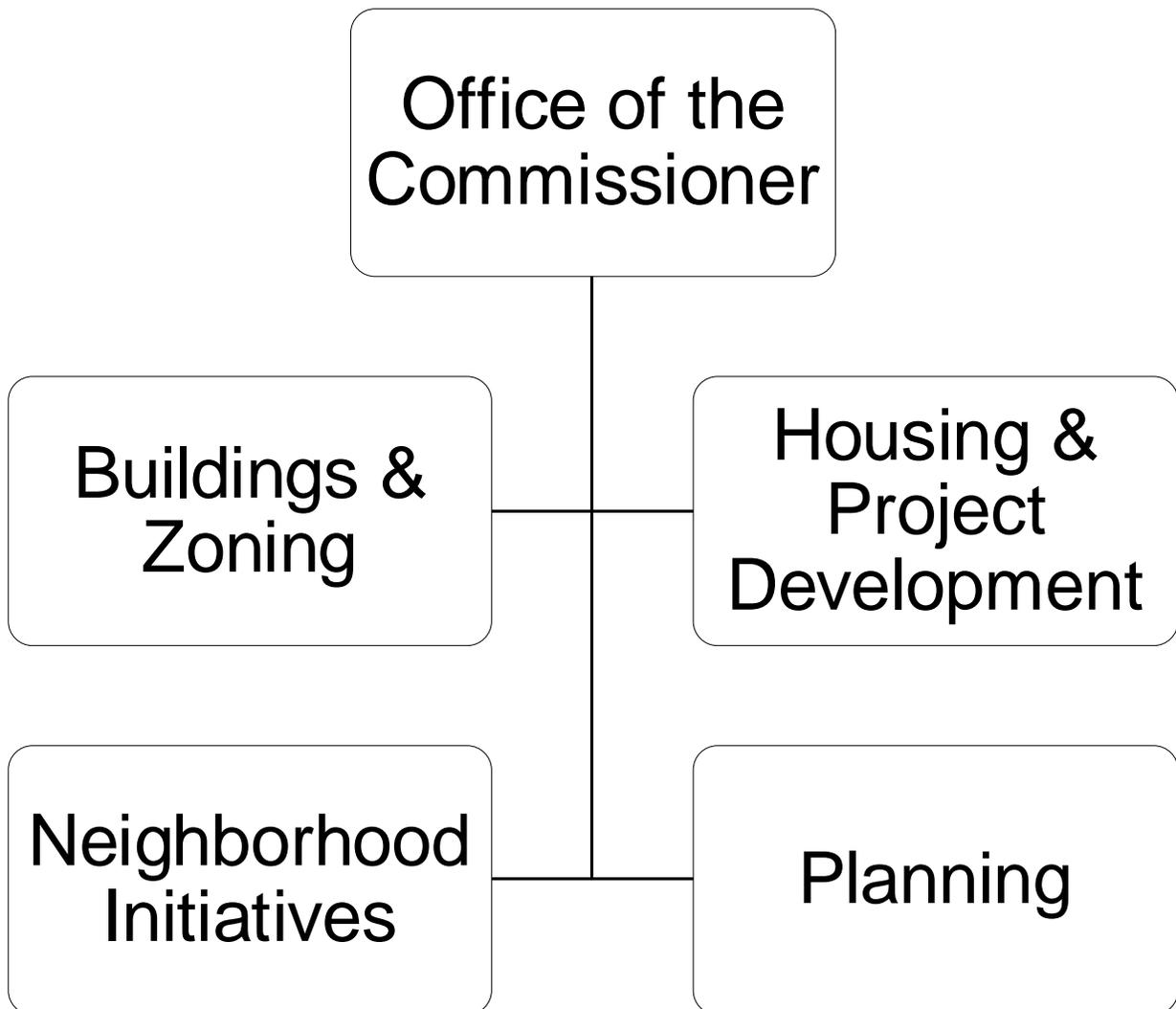
FULL TIME POSITIONS				Administration	Computer Operations	Data Preparation & Control	Systems & Programming
Br.	Title	Budget 2003-04	Approved 2004-05				
34	Director of Information Systems	1	1	1			
31	Assistant Director, Info. Systems	1	1	1			
29	Computer Systems Analyst	4	4				4
27	Sr. Programmer Analyst	5	5				5
27	Systems Programmer	1	1				1
25	Programmer Analyst	7	7				7
25	Webmaster	1	1				1
23	Sr. Computer Programmer	2	2				2
20	Computer Programmer	9	9				9
17	Office Automation Specialist	2	2				2
14	Computer Programmer Trainee	1	1				1
12	Computer Operator	2	2		2		
9	Sr. Key punch Operator	2	0				
7	Data Entry Clerk	0	2			2	
EMPLOYEE YEARS							
	Full Time	38.0	38.0	2.0	2.0	2.0	32.0
	Overtime	0.3	0.3	0.0	0.1	0.1	0.1
	Part Time, Temporary, Seasonal	0.5	0.5	0.0	0.0	0.0	0.5
	Less: Vacancy Allowance	<u>0.6</u>	<u>0.6</u>	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>	<u>0.6</u>
	Total	38.2	38.2	2.0	2.1	2.1	32.0

Purpose

The Department of Community Development monitors physical, economic, and social conditions and trends relative to the City and engages, facilitates, and supports citizens in creating community and neighborhood visions and plans. It helps preserve, promote, and create quality housing. It encourages and regulates the appropriate use and development of land and construction of residential and commercial buildings so as to promote taxable value for the City.

Organization

The Department is composed of five major units: the Office of the Commissioner and the Bureaus of Neighborhood Initiatives, Buildings & Zoning, Housing & Project Development, and Planning.



Highlights of the Department's 2004-05 work program are presented below. Additional information for each bureau is included in the sections that follow.

Bureau	Highlights	R2010 Campaigns Supported	Projected Completion
Neighborhood Initiatives	Complete Pilot Community Leadership Development Program	#1 - Involved Citizens	Second Quarter
	Complete the second phase of the Neighbors Building Neighborhoods Participatory Evaluation	#1 - Involved Citizens	Third Quarter
Buildings & Zoning	Develop and implement a marketing plan for the expansion of plan review and inspection contract services with surrounding municipalities	#5 - Regional Partnerships	Fourth Quarter
Housing & Project Development	Rehabilitate and sell to owner-occupants 15 single family homes acquired through the HUD Asset Control Area Program	#5 - Regional Partnerships #9 - Healthy Urban Neighborhoods	Fourth Quarter
	Recruit additional employers to participate in the City's Employer Assisted Housing Initiative	#9 - Healthy Urban Neighborhoods	Fourth Quarter
	Market former Lake Police Section Office to potential subleases	#9 - Healthy Urban Neighborhoods	First Quarter
Planning	Develop Neighborhood Design plans	#1 - Involved Citizens #7 - Quality Service #9 - Healthy Urban Neighborhoods	Ongoing

Year-to-Year Comparison

<u>Bureau</u>	<u>Budget 2003-04</u>	<u>Budget 2004-05</u>	<u>Change</u>	<u>Percent Change</u>
Office of the Commissioner	484,200	470,300	-13,900	-2.9%
Neighborhood Initiatives	439,400	411,800	-27,600	-6.3%
Buildings & Zoning	2,444,200	2,384,900	-59,300	-2.4%
Housing & Project Development Planning	2,147,800	2,235,000	87,200	4.1%
	<u>392,100</u>	<u>351,100</u>	<u>-41,000</u>	<u>-10.5%</u>
	<u>5,907,700</u>	<u>5,853,100</u>	<u>-54,600</u>	<u>-0.9%</u>
Employee Years	100.7	98.5	-2.2	-2.2%

Change Detail

<u>Salary & Wage Adjustment</u>	<u>General Inflation</u>	<u>Chargebacks</u>	<u>Vacancy Allowance</u>	<u>Miscellaneous</u>	<u>Major Change</u>	<u>Total</u>
129,600	8,800	-2,000	0	1,600	-192,600	-54,600

Major Change

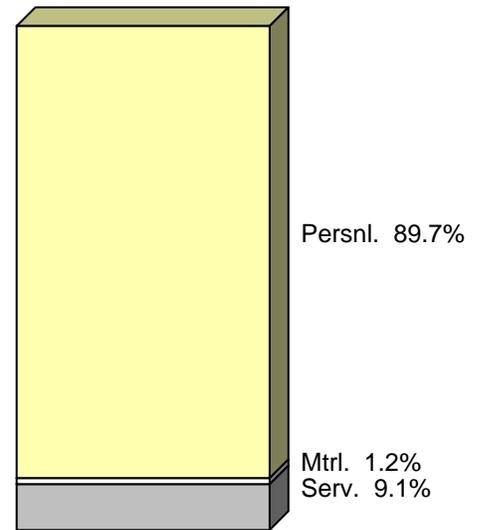
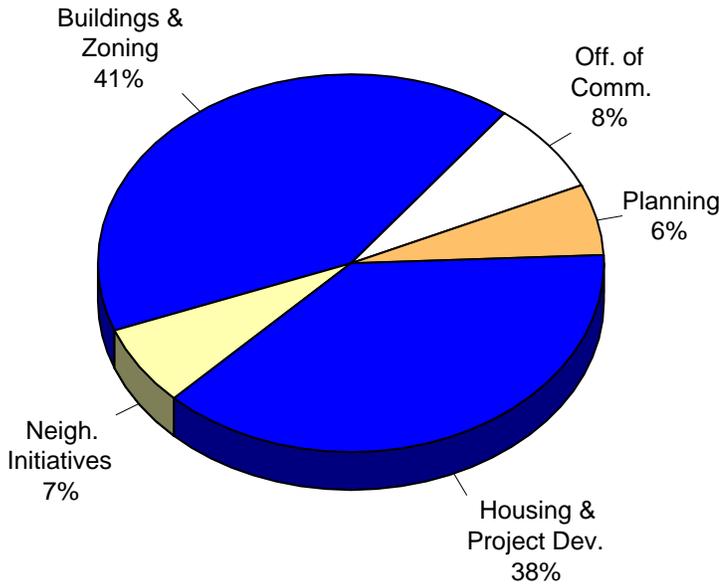
Five full time positions are eliminated due to budget constraints	-194,200
Professional fees are reduced due to budget constraints	-62,700
A full time, grant funded, Property Rehabilitation Specialist position is added to Technical Services activity to support Owner/Occupant Rehabilitation and Lead Hazard Programs	47,200
A full time Electrical Code Inspector position is added to Plan and Review activity to simplify electrical inspection process and improve the quality of customer service	41,900
A full time support position is converted to part time due to budget constraints	-18,300
Productivity improvements result in savings	-17,600
A temporary Neighborhood Conservation Officer position supporting Zoning Code enforcement converts to full time using existing budget resources	0

DEPARTMENT OF COMMUNITY DEVELOPMENT
EXPENDITURE SUMMARY

	Actual <u>2002-03</u>	Estimated <u>2003-04</u>	Amended <u>2003-04</u>	Approved <u>2004-05</u>
Appropriation by Major Object				
Personnel Expenses	4,945,989	5,080,100	5,275,900	5,252,400
Materials & Supplies	46,919	55,900	70,900	70,400
Services	410,511	527,600	560,900	530,300
Other	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	5,403,419	5,663,600	5,907,700	5,853,100

Appropriation by Activity				
Office of the Commissioner	467,661	468,900	484,200	470,300
Neighborhood Initiatives	398,100	391,700	439,400	411,800
Buildings & Zoning	2,138,872	2,320,000	2,444,200	2,384,900
Housing & Project Development	1,990,091	2,093,600	2,147,800	2,235,000
Planning	<u>408,695</u>	<u>389,400</u>	<u>392,100</u>	<u>351,100</u>
Total	5,403,419	5,663,600	5,907,700	5,853,100

Employee Years by Activity				
Office of the Commissioner	7.0	6.0	7.0	6.5
Neighborhood Initiatives	7.1	7.1	7.1	6.0
Buildings & Zoning	39.0	41.3	43.6	43.0
Housing & Project Development	38.0	39.0	38.0	39.0
Planning	<u>5.0</u>	<u>5.0</u>	<u>5.0</u>	<u>4.0</u>
Total	96.1	98.4	100.7	98.5



The Office of the Commissioner organizes and manages the Department, oversees the attainment of the Department's goals, policies and programs. It also prepares applications for formula grants administered by the U.S. Department of Housing and Urban Development and monitors formula program finances.

Year-to-Year Comparison

	<u>2003-04</u>	<u>2004-05</u>	<u>Change</u>
Budget	484,200	470,300	-13,900
Employee Years	7.0	6.5	-0.5

Change Detail

	<u>General</u>	<u>Chargebacks</u>	<u>Vacancy</u>	<u>Miscellaneous</u>	<u>Major Change</u>	<u>Total</u>
Salary & Wage <u>Adjustment</u>	<u>Inflation</u>		<u>Allowance</u>			
1,000	1,300	2,100	0	0	-18,300	-13,900

Major Change

A full time support position is converted to part time due to budget constraints	-18,300
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ADMINISTRATION

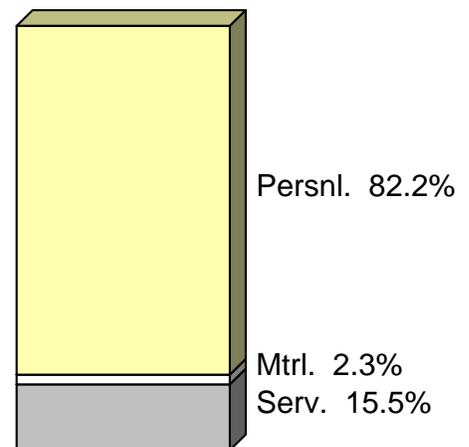
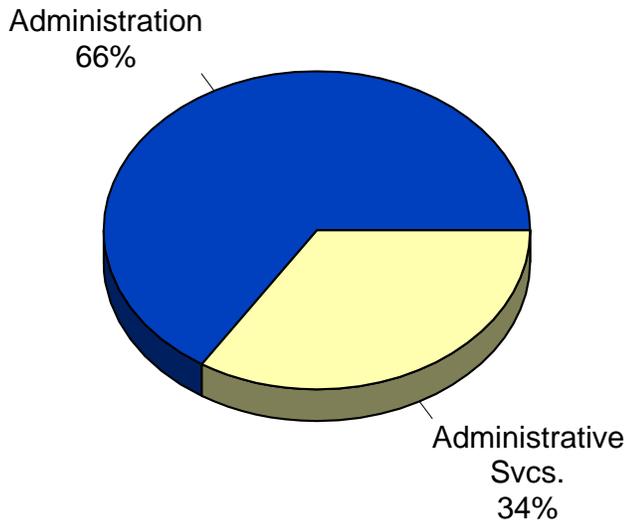
Administration organizes and manages the Department. It oversees the attainment of the Department's goals, policies and programs.

ADMINISTRATIVE SERVICES

This activity is responsible for the departmental budget and personnel processes and the Consolidated Plan preparation and control. It has administrative responsibility for the Bureau of Buildings & Zoning.

DEPARTMENT OF COMMUNITY DEVELOPMENT
OFFICE OF THE COMMISSIONER
EXPENDITURE SUMMARY

	Actual <u>2002-03</u>	Estimated <u>2003-04</u>	Amended <u>2003-04</u>	Approved <u>2004-05</u>
Appropriation by Major Object				
Personnel Expenses	412,000	393,300	404,100	386,800
Materials & Supplies	5,762	6,300	10,300	10,500
Services	49,899	69,300	69,800	73,000
Other	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	467,661	468,900	484,200	470,300
Appropriation by Activity				
Administration	467,661	293,300	312,500	308,600
Administrative Services	<u>0</u>	<u>175,600</u>	<u>171,700</u>	<u>161,700</u>
	467,661	468,900	484,200	470,300
Employee Years by Activity				
Administration	7.0	3.0	3.0	3.0
Administrative Services	<u>0.0</u>	<u>3.0</u>	<u>4.0</u>	<u>3.5</u>
	7.0	6.0	7.0	6.5



DEPARTMENT OF COMMUNITY DEVELOPMENT
OFFICE OF THE COMMISSIONER
PERSONNEL SUMMARY

FULL TIME POSITIONS				Administration	Administrative Services
Br.	Title	Budget 2003-04	Approved 2004-05		
36	Commissioner	1	1	1	
35	Deputy Commissioner	0.5	0.5	0.5	
29	Principal Staff Assistant	0.5	0.5		0.5
24	Senior Administrative Analyst	1	1		1
18	Head Account Clerk	1	0		
18	Secretary to Commissioner	1	1	1	
9	Clerk II	0.5	0.5	0.5	
7	Clerk III	1	1.5		1.5
7	Clerk III with Typing	0.5	0		
EMPLOYEE YEARS					
	Full Time	7.0	6.0	3.0	3.0
	Overtime	0.0	0.0	0.0	0.0
	Part Time, Temporary, Seasonal	0.0	0.5	0.0	0.5
	Less: Vacancy Allowance	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>
	Total	7.0	6.5	3.0	3.5

**DEPARTMENT OF COMMUNITY DEVELOPMENT
BUREAU OF NEIGHBORHOOD INITIATIVES**

The Bureau of Neighborhood Initiatives provides technical support and provides resources to neighborhood groups, organizations, and City departments involved in planning efforts through the Neighbors Building Neighborhoods (NBN) process. It coordinates and oversees implementation strategies. It builds the capacity of neighborhood groups to develop and implement sector and neighborhood action plans. To achieve its mission the Bureau manages major support systems, including Neighborlink and the NBN Institute.

The 2004-05 work plan includes the following:

Objective	R2010 Campaigns Supported	Projected Completion
Complete the Pilot Community Leadership Development Program	#1 - Involved Citizens	Second Quarter
Complete the second phase of the NBN Participatory Evaluation	#1 - Involved Citizens	Third Quarter

Year-to-Year Comparison

	<u>2003-04</u>	<u>2004-05</u>	<u>Change</u>
Budget	439,400	411,800	-27,600
Employee Years	7.1	6.0	-1.1

Change Detail

<u>Salary & Wage Adjustment</u>	<u>General Inflation</u>	<u>Chargebacks</u>	<u>Vacancy Allowance</u>	<u>Miscellaneous</u>	<u>Major Change</u>	<u>Total</u>
500	1,000	500	0	1,600	-31,200	-27,600

Major Change

A full time position is eliminated due to budget constraints	-30,400
Productivity improvements result in savings	-800

ADMINISTRATION

This activity oversees the administration and fiscal management of the Bureau. It supervises staff work plans and responds to requests for policy guidance.

COMMUNITY PLANNING & SUPPORT – R2010 Campaign #1 - Involved Citizens

This activity acts as a liaison and provides technical support to neighborhood groups, organizations, and City departments involved in planning efforts through the Neighbors Building Neighborhoods (NBN) process. This activity provides support and technical assistance for other programs and initiatives integrated with NBN. It oversees the operation of ten citywide computer sites, databases and tracking reporting system through the NeighborLink Network. It provides training and capacity building to citizens through the NBN Institute and Leadership Development Program.

DEPARTMENT OF COMMUNITY DEVELOPMENT
BUREAU OF NEIGHBORHOOD INITIATIVES

Performance Indicators

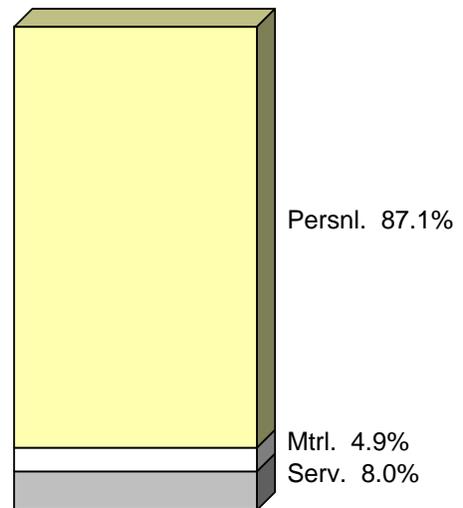
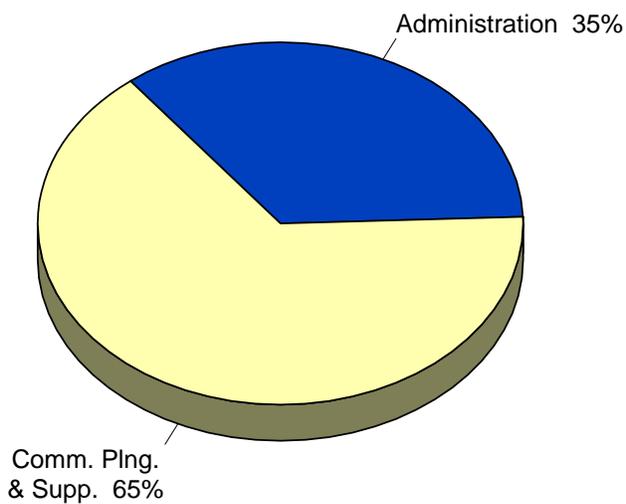
	<u>Actual 2002-03</u>	<u>Estimated 2003-04</u>	<u>Budget 2003-04</u>	<u>Budget 2004-05</u>
DEMAND				
Neighbors Building Neighborhoods (NBN) plan assistance requests	10	10	10	10
NBN plan activities	370	370	337	370
WORKLOAD				
NBN plan technical assistance requests provided	10	10	10	10
NBN plan activities implemented	370	370	337	370
Programs coordinated with NBN plan	10	10	13	9

**DEPARTMENT OF COMMUNITY DEVELOPMENT
BUREAU OF NEIGHBORHOOD INITIATIVES
EXPENDITURE SUMMARY**

	<u>Actual 2002-03</u>	<u>Estimated 2003-04</u>	<u>Amended 2003-04</u>	<u>Approved 2004-05</u>
Appropriation by Major Object				
Personnel Expenses	359,991	347,400	388,500	358,600
Materials & Supplies	11,987	14,000	19,700	20,200
Services	26,122	30,300	31,200	33,000
Other	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	398,100	391,700	439,400	411,800

Appropriation by Activity				
Administration	150,176	163,200	171,000	144,000
Community Planning & Support	<u>247,924</u>	<u>228,500</u>	<u>268,400</u>	<u>267,800</u>
Total	398,100	391,700	439,400	411,800

Employee Years by Activity				
Administration	2.0	2.0	2.0	1.0
Community Planning & Support	<u>5.1</u>	<u>5.1</u>	<u>5.1</u>	<u>5.0</u>
Total	7.1	7.1	7.1	6.0



DEPARTMENT OF COMMUNITY DEVELOPMENT
 BUREAU OF NEIGHBORHOOD INITIATIVES
 PERSONNEL SUMMARY

FULL TIME POSITIONS				Administration	Community Planning & Support
Br.	Title	Budget 2003-04	Approved 2004-05		
33	Director of Neighborhood Initiatives	1	1	1	
28	Asst. Dir. of Neighborhood Initiatives	1	1		1
24	Senior Community Program Planner/Neighborhood Initiatives	1	1		1
20	Community Program Planner	1	1		1
18	Asst. Community Program Planner	2	2		2
9	Clerk II	1	0		
EMPLOYEE YEARS					
	Full Time	7.0	6.0	1.0	5.0
	Overtime	0.2	0.1	0.0	0.1
	Part Time, Temporary, Seasonal	0.0	0.0	0.0	0.0
	Less: Vacancy Allowance	<u>0.1</u>	<u>0.1</u>	<u>0.0</u>	<u>0.1</u>
	Total	7.1	6.0	1.0	5.0

**DEPARTMENT OF COMMUNITY DEVELOPMENT
BUREAU OF BUILDINGS & ZONING**

The Bureau of Buildings & Zoning administers the New York State Uniform Fire Prevention and Building Code and the City of Rochester Zoning Ordinance. The Bureau regulates subdivisions and land use; examines permit applications; conducts periodic progress inspections on all buildings that require permits; and regulates the skilled trades by issuing licenses. Staff support is provided to citizen Boards and Commissions that assist in these endeavors. The Bureau ensures a high quality of life in the City of Rochester through maintaining a safe and sound environment in accordance with City codes and standards.

The 2004-05 work plan includes the following:

Objective	R2010 Campaigns Supported	Projected Completion
Develop and implement a marketing plan for the expansion of plan review and inspection contract services with surrounding municipalities	#5 - Regional Partnerships	Fourth Quarter

Year-to-Year Comparison

	<u>2003-04</u>	<u>2004-05</u>	<u>Change</u>
Budget	2,444,200	2,384,900	-59,300
Employee Years	43.6	43.0	-0.6

Change Detail

<u>Salary & Wage Adjustment</u>	<u>General Inflation</u>	<u>Chargebacks</u>	<u>Vacancy Allowance</u>	<u>Miscellaneous</u>	<u>Major Change</u>	<u>Total</u>
65,600	3,200	-4,500	0	0	-123,600	-59,300

Major Change

Three full time positions are eliminated due to budget constraints	-104,600
A full time Electrical Code Inspector position is added to Plan and Review to simplify electrical inspection process and improve the quality of customer service	22,700
Professional fees are reduced due to budget constraints	-28,900
Productivity improvements result in savings	-12,800
A temporary Neighborhood Conservation Officer position supporting Zoning Code enforcement converts to full time using existing budget resources	0

ADMINISTRATION

Administration manages the Bureau of Buildings & Zoning and represents the Bureau on various study groups and task forces.

PERMITS – R2010 Campaign #3 - Health, Safety & Responsibility

This activity issues permits for new construction, alterations, conversions, fences, signs, elevators, heating systems, plumbing work, and demolition. It prepares applications for Certificates of Occupancy and letters for code compliance, manages the licensing process for the skilled trades, and receives and records rent payments for City owned properties. Licenses are renewed on a biennial cycle. The Permit Office also provides support for the Elevator Examining Board.

Program Change

Net offices are now capable of handling Certificate of Occupancy renewal applications.

Performance Indicators

	<u>Actual 2002-03</u>	<u>Estimated 2003-04</u>	<u>Budget 2003-04</u>	<u>Budget 2004-05</u>
DEMAND				
Applications filed				
● Permits	7,966	7,900	7,917	7,900
● Licenses	324	2,545	2,555	320
● Elevator certificates	4,050	3,600	3,300	3,600
● Certificates of Occupancy	5,110	3,000	3,600	3,000
WORKLOAD				
Documents issued:				
● Permits				
– Buildings	2,809	2,700	2,700	2,700
– Electrical	2,694	2,600	2,600	2,600
– Plumbing	2,542	2,600	2,600	2,600
– Elevator	21	15	17	15
● Licenses				
– Electrical	53	1,100	1,100	50
– Plumbing	113	25	30	110
– Elevator	7	120	125	10
– Stationary Engineer	151	1,300	1,300	150
● Elevator certificates	4,050	3,600	3,300	3,600

PLAN REVIEW & INSPECTIONS – R2010 Campaign #3 - Health, Safety & Responsibility

This activity reviews plans and permit applications for construction, reconstruction, and alterations to determine compliance with codes and fire protection standards. Periodic field reviews are carried out to determine compliance with the New York State Uniform Code and filed construction documents. It also reviews plumbing permits and inspects plumbing, electrical, and building construction in progress. The Plan Review and Inspections unit coordinates with the New York State Historic Preservation Office (SHPO) to ensure compliance of SHPO-related projects, and it provides technical support to the Board of Review, the Examining Board of Plumbers, and the Board of Examiners of Stationary Engineers and Refrigeration Operators. This activity provides plan review and inspection services to the Town of Brighton and the Town of Gates.

Performance Indicators

	<u>Actual 2002-03</u>	<u>Estimated 2003-04</u>	<u>Budget 2003-04</u>	<u>Budget 2004-05</u>
DEMAND				
Permit applications reviewed	2,942	2,800	2,800	2,800
Value of permits issued (\$ mil.)	72.100	80.000	80.000	85.000
Applications referred for inspection:				
● Building permits	2,809	2,700	2,700	2,700
● Plumbing permits	2,542	2,600	2,700	2,700
● Electrical	2,694	2,700	2,600	2,700
WORKLOAD				
Average monthly permits open				
● Buildings	313	320	320	330
● Plumbing	212	220	220	220
● Electrical	213	220	220	230
Building permits issued	2,694	2,700	2,700	2,700
Plumbing permits issued	2,542	2,600	2,700	2,700

**DEPARTMENT OF COMMUNITY DEVELOPMENT
BUREAU OF BUILDINGS & ZONING**

Performance Indicators

	Actual <u>2002-03</u>	Estimated <u>2003-04</u>	Budget <u>2003-04</u>	Budget <u>2004-05</u>
Certificates of Occupancy issued	273	310	250	340
Letters of Completion issued	1,342	1,100	1,100	1,100

RESULTS

Average number of permits closed per month/inspector

● Building	47	45	40	45
● Plumbing	48	45	45	45
● Electrical	45	60	35	60

ZONING – R2010 Campaign #9 - Healthy Urban Neighborhoods

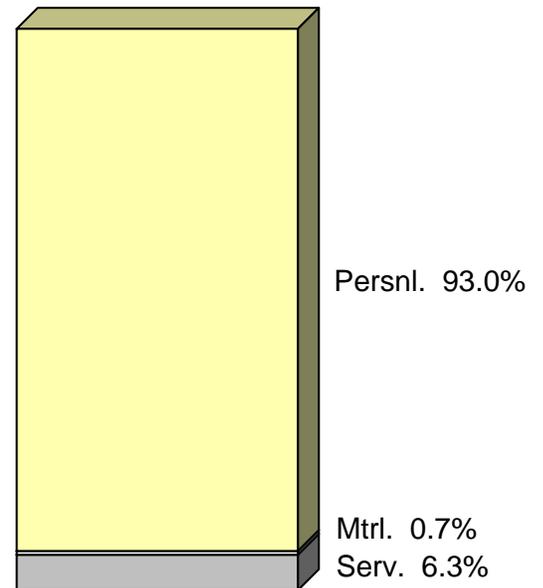
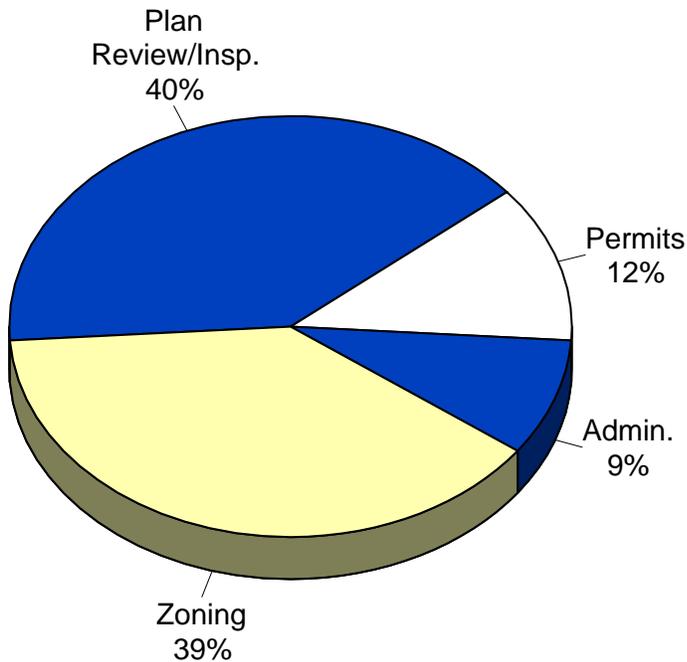
This activity administers and maintains the City's Zoning Ordinance and maintains the City's official maps. It ensures that all land use proposals conform with applicable ordinances and environmental standards by reviewing plans and performing inspections of construction, reconstruction, and/or alteration of structures. As the primary contact in zoning enforcement issues and a channel of communication in the enforcement process between citizens and governmental agencies, Zoning staff perform inspections, participate in Municipal Code Violation Bureau hearings, and review Notice and Orders involving zoning violations. This activity receives and reviews applications requiring special approvals by the Zoning Board of Appeals, City Planning Commission, and the Rochester Preservation Board. It also provides staff support to the Rochester Environmental Commission.

Performance Indicators

	Actual <u>2002-03</u>	Estimated <u>2003-04</u>	Budget <u>2003-04</u>	Budget <u>2004-05</u>
DEMAND				
Permit applications reviewed	2,100	2,400	3,000	3,000
Cases involving activity by Zoning	3,830	4,000	2,400	4,000
Rochester Environmental Commission (REC) referrals	21	28	24	21
Certificate of Use applications received	180	170	130	225
WORKLOAD				
Certificates of Zoning Compliance (CZC) reviewed	2,172	2,285	2,800	2,600
Site plan reviews	78	90	180	150
Administrative resubdivision reviews	109	110	100	110
Special decision packages prepared	518	704	680	680
Zoning inspections conducted	3,830	4,500	4,500	4,500
Historic Site and Regulatory Interpretation requests	0	0	0	0
REC referrals	21	28	24	24
Certificate of Use applications reviewed	180	170	130	225
Zoning Notice & Order cases opened	451	500	500	600
RESULTS				
CZCs issued	1,952	2,200	2,400	2,400
Certificates of non-conformity issued	38	80	120	100
Cases resolved through zoning approval procedures	155	180	175	170
Zoning Notice & Order closed	412	400	350	400

DEPARTMENT OF COMMUNITY DEVELOPMENT
BUREAU OF BUILDINGS & ZONING
EXPENDITURE SUMMARY

	Actual <u>2002-03</u>	Estimated <u>2003-04</u>	Amended <u>2003-04</u>	Approved <u>2004-05</u>
Appropriation by Major Object				
Personnel Expenses	1,993,669	2,135,200	2,245,400	2,218,600
Materials & Supplies	12,173	13,800	15,400	15,100
Services	133,030	171,000	183,400	151,200
Other	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	2,138,872	2,320,000	2,444,200	2,384,900
Appropriation by Activity				
Administration	219,621	214,000	218,100	215,800
Permits	276,805	285,500	328,300	292,000
Plan Review & Inspections	889,052	955,100	935,100	942,200
Zoning	<u>753,394</u>	<u>865,400</u>	<u>962,700</u>	<u>934,900</u>
Total	2,138,872	2,320,000	2,444,200	2,384,900
Employee Years by Activity				
Administration	1.6	2.0	2.0	2.0
Permits	6.6	5.8	7.1	6.1
Plan Review & Inspections	15.8	18.5	17.5	18.9
Zoning	<u>15.0</u>	<u>15.0</u>	<u>17.0</u>	<u>16.0</u>
Total	39.0	41.3	43.6	43.0



DEPARTMENT OF COMMUNITY DEVELOPMENT
BUREAU OF BUILDINGS & ZONING
PERSONNEL SUMMARY

FULL TIME POSITIONS				Adminis- tration	Permits	Plan Review & Inspections	Zoning
Br.	Title	Budget 2003-04	Approved 2004-05				
31	Director of Zoning	1	1				1
31	Mgr. of Plan Review & Building Inspections	1	1			1	
29	Principal Staff Assistant	1.5	1.5	1	0.5		
28	Permit Office Manager	1	1		1		
28	Supervising City Planner	1	1				1
24	Architect	1	1			1	
24	Code Enforcement Coordinator	1	1				1
24	Engineer/Mechanical	1	1			1	
24	Lead Plumbing Inspector	1	0				
24	Senior Administrative Analyst	2	2		1		1
24	Senior City Planner	6	5				5
24	Senior City Planner - Urban Design Specialist	1	2				2
21	Assistant Architect	1	1			1	
21	Assistant Architect - Plan Review	1	1			1	
21	Building Construction Inspector with Electrical	5	5			5	
21	Electrical Inspector	1	2			2	
21	Neighborhood Conservation Officer	1	2				2
20	City Planner	1	1				1
20	Plumbing Inspector	4	4			4	
11	Senior Service Assistant	1	1		1		
9	Clerk II	3	3		2		1
7	Clerk III	1	0.5	0.5			
7	Clerk III with Typing	2.5	1				1
6	Receptionist/Typist	1	1			1	
EMPLOYEE YEARS							
Full Time		41.0	40.0	1.5	5.5	17.0	16.0
Overtime		0.1	0.1	0.0	0.0	0.0	0.1
Part Time, Temporary, Seasonal		2.7	3.1	0.5	0.6	2.0	0.0
Less: Vacancy Allowance		<u>0.2</u>	<u>0.2</u>	<u>0.0</u>	<u>0.0</u>	<u>0.1</u>	<u>0.1</u>
Total		43.6	43.0	2.0	6.1	18.9	16.0

The Bureau of Housing & Project Development is responsible for the City's real estate functions, demolition permitting and monitoring, the planning, implementation and administration of new construction and rehabilitation housing programs and major economic development projects designed to help create vital neighborhoods while promoting taxable value for the City.

The 2004-05 work plan includes the following:

Objective	R2010 Campaigns Supported	Projected Completion
Rehabilitate and sell to owner-occupant 15 single family homes acquired through the HUD Asset Control Area Program	#9 - Healthy Urban Neighborhoods	Fourth Quarter
Recruit additional employers to participate in the City's Employer Assisted Housing Initiative	#9 - Healthy Urban Neighborhoods	Fourth Quarter
Market former Lake Police Section Office to potential subleases	#9 - Healthy Urban Neighborhoods	First Quarter

Year-to-Year Comparison

	<u>2003-04</u>	<u>2004-05</u>	<u>Change</u>
Budget	2,147,800	2,235,000	87,200
Employee Years	38.0	39.0	1.0

Change Detail

Salary & Wage Adjustment	General Inflation	Chargebacks	Vacancy Allowance	Miscellaneous	Major Change	Total
38,500	3,100	1,300	0	0	44,300	87,200

Major Change

A full time Property Rehabilitation Specialist position is added to Technical Services for preparation work specifications for Owner/Occupant Rehabilitation and Lead Hazard Programs	47,200
Productivity improvements result in savings	-2,900

ADMINISTRATION

Administration directs and coordinates the operation of the Bureau.

Program Change

Vacant residential property data reflects redevelopment of vacant HUD properties. Funding delays by New York State will decrease the number of rental units developed.

Performance Indicators

	<u>Actual 2002-03</u>	<u>Estimated 2003-04</u>	<u>Budget 2003-04</u>	<u>Budget 2004-05</u>
DEMAND				
Vacant residential properties	2,382	2,477	2,382	2,477
RESULTS				
Vacant residential properties reoccupied/rehabilitated	407	283	155	322

**DEPARTMENT OF COMMUNITY DEVELOPMENT
BUREAU OF HOUSING & PROJECT DEVELOPMENT**

Performance Indicators

	Actual <u>2002-03</u>	Estimated <u>2003-04</u>	Budget <u>2003-04</u>	Budget <u>2004-05</u>
Residential properties demolished	240	188	270	200
Residential units demolished	352	276	350	249
New homes sold	17	19	51	66
Home ownership opportunities created	318	255	319	359
Rental units developed, HIP properties Housing Development Fund Corporation (HDFC)	76	111	255	160
Residential properties receiving City rehabilitation assistance	1,281	1,053	1,089	1,115

REAL ESTATE – R2010 Campaign #9 - Healthy Urban Neighborhoods

Real Estate sells, leases, manages, and acquires real estate for the City of Rochester, the Rochester Urban Renewal Agency, and other agencies, where specific projects require the assembly of land and relocation of tenants. The unit conducts appraisals, determines the disposition of real estate in conjunction with other City departments, and conducts negotiated sales and other sales programs to promote increasing taxable value for the City.

Program Change

Completion of the West Ridge Road Project causes of relocations to decrease. Acquisition and appraisals conducted decrease due to delays in negotiations for a new Asset Control Area Agreement with HUD impacts Real Estate activities.

Performance Indicators

	Actual <u>2002-03</u>	Estimated <u>2003-04</u>	Budget <u>2003-04</u>	Budget <u>2004-05</u>
DEMAND				
Surplus City property				
● Structures	326	320	350	320
● Vacant lots	940	873	940	833
Foreclosures (City and County)	317	291	325	300
Judicial actions	875	967	875	920
Real Estate activities requested	824	669	798	533
WORKLOAD				
City property offered	750	623	605	620
Judicial sale property offered	357	390	360	370
Real Estate activities				
● Rental properties managed	80	80	80	80
● Easements, leases, and licenses issued	80	80	80	80
● Acquisitions	217	149	223	134
● Appraisals conducted	447	360	415	239
Relocations	11	56	80	4
RESULTS				
Property sales revenue (\$)	960,494	774,020	660,000	800,000
Property rental revenue (\$)	106,342	111,232	125,200	110,000
HUD and private owner occupant program properties sold	149	94	120	122

TECHNICAL SERVICES – R2010 Campaign #9 - Healthy Urban Neighborhoods

The Technical Services activity provides application taking, processing, and technical construction monitoring for all demolitions and provides technical assistance for the City's rehabilitation programs. This includes determining rehabilitation program eligibility, preparing written specifications and cost estimates,

and conducting construction inspections. Demolition support includes inspecting demolition projects, conducting demolition hearings for private properties, and preparing demolition specifications. The unit also undertakes proposal review, structural analysis, and rehabilitation cost estimating for City-sponsored housing efforts.

Program Change

Manage two new United States Housing and Urban Development Lead Hazard Control Grants. New funding HUD for Asset Control Area and Housing Quality inspection programs will increase applications.

Performance Indicators

	Actual 2002-03	Estimated 2003-04	Budget 2003-04	Budget 2004-05
DEMAND				
Total vacant buildings*	2,802	2,901	2,603	2,901
Rehabilitation specification requests	657	275	610	464
Demolition applications	356	300	300	300
WORKLOAD				
Rehabilitation program applications processed	657	275	610	769
Rehabilitation inspections	3,289	1,750	3,053	4,529
Rehabilitation specifications prepared	598	250	444	695
Demolition permits authorized	356	300	300	300
Demolition inspections	2,848	2,400	2,400	2,400
Demolition hearings prepared	33	30	50	55
RESULTS				
Owner/Occupant Rehabilitation Grants awarded				
● Grants awarded	165	70	70	42
● Value (\$)	2,258,109	1,575,000	1,600,000	1,000,000
● Average award (\$)	13,685	22,500	22,900	24,000
Vacant Reoccupancy Grants awarded				
● Grants awarded	138	59	17	8
● Value (\$)	1,817,826	872,384	250,000	192,000
● Average award (\$)	13,017	14,786	14,700	24,000
Lead Hazard Reduction Grant				
● Grants awarded	N/A	25	97	90
● Value (\$)	N/A	450,000	1,600,000	973,000
● Average award	N/A	18,000	16,500	10,800
Emergency Assistance				
● Grants awarded	145	92	114	114
● Value (\$)	500,000	400,000	400,000	400,000
● Average award	3,448	4,347	3,500	3,500
Demolitions				
● By private owner	139	100	100	100
● By City contract	217	200	200	200

*Includes commercial and industrial buildings

N/A - Not Applicable

CONTRACT SERVICES – R2010 Campaign #9 - Healthy Urban Neighborhoods

Contract Services prepares and monitors contracts for neighborhood revitalization programs, demolition and asbestos removal, housing services, and subsidy and development activities for the Department. This activity performs financial services for the City's housing rehabilitation programs. It is also responsible for

**DEPARTMENT OF COMMUNITY DEVELOPMENT
BUREAU OF HOUSING & PROJECT DEVELOPMENT**

planning Council legislation, financial reports, grantee performance and quarterly program/project status reports for the Bureau.

Program Change

Decreased workload for operating capacity buildings due to fewer Housing Development Loans. Demolitions and Asbestos abatements contracts are combined. A new Lead Reduction Grant by the United States Department of Housing and Urban Development will increase loan and grant awards serviced.

Performance Indicators

	<u>Actual 2002-03</u>	<u>Estimated 2003-04</u>	<u>Budget 2003-04</u>	<u>Budget 2004-05</u>
DEMAND				
Department programs	11	11	11	12
WORKLOAD				
Contracts prepared and monitored:				
● Grant applications	3	6	2	1
● Housing Services	22	20	19	19
● Operating/Capacity Building	14	12	13	10
● Grant/Subsidy	484	376	231	241
● Home Buyer Assistance Agreements	71	49	64	38
● Housing Rehabilitation Development	51	56	81	53
● Development Projects	25	26	23	26
● New Construction	10	7	2	5
● Demolition/Asbestos Abatement	309	225	280	200
● Loan and Grant awards serviced*	1,428	1,226	1,289	1,387
● Lead Program Support	N/A	22	N/A	17

N/A - Not Applicable

*Includes EACH Program and residency verifications

HOUSING – R2010 Campaign #9 - Healthy Urban Neighborhoods

The Housing unit plans, implements, and monitors the City's housing programs and projects, including home ownership and rental efforts. It collects and analyzes housing data and provides information for program and policy development. Housing also functions as a liaison with external housing entities and provides assistance to private and non-profit developers. It seeks and leverages public and private financial resources to implement housing development projects.

Program Change

Acquisition and appraisals conducted decrease due to delays in negotiations for a new Asset Control Area Agreement with HUD.

DEPARTMENT OF COMMUNITY DEVELOPMENT
 BUREAU OF HOUSING & PROJECT DEVELOPMENT

Performance Indicators

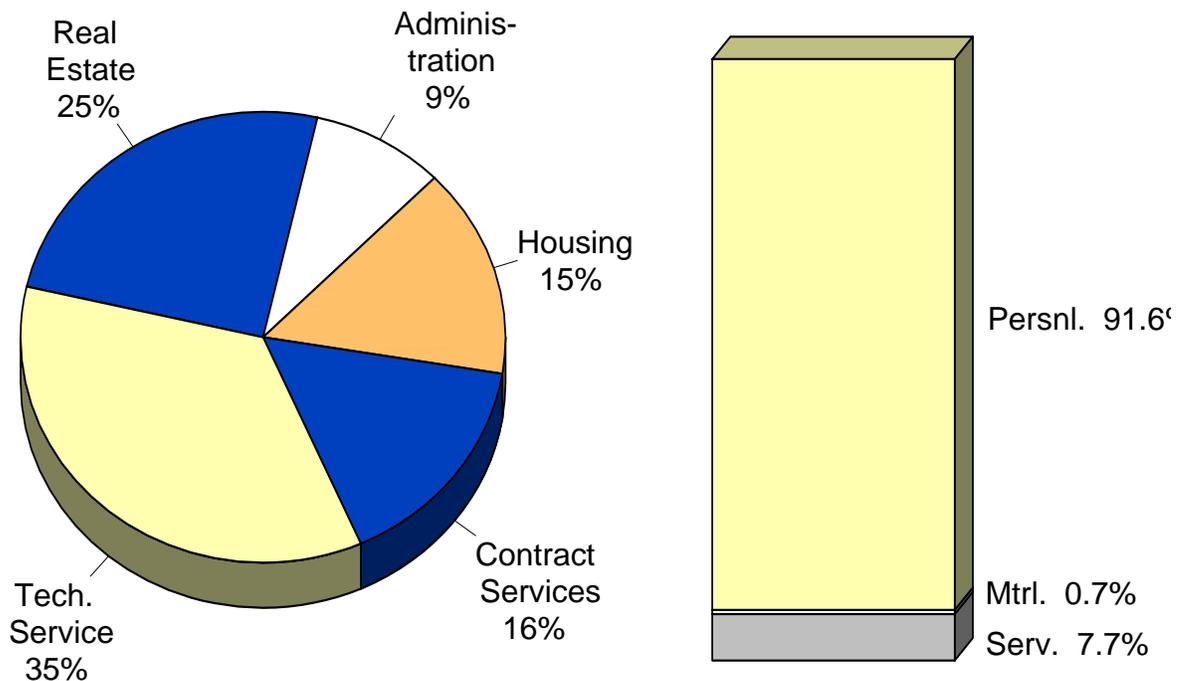
	<u>Actual</u> <u>2002-03</u>	<u>Estimated</u> <u>2003-04</u>	<u>Budget</u> <u>2003-04</u>	<u>Budget</u> <u>2004-05</u>
DEMAND				
Vacant Residential Properties	2,382	2,477	2,382	2,477
WORKLOAD				
Housing programs/projects managed	135	148	123	137
Vacant properties qualified for housing initiatives	1,509	2,121	1,605	2,070
RESULTS				
Housing program funds obtained (\$000)	7,840	10,274	19,235	19,797

**DEPARTMENT OF COMMUNITY DEVELOPMENT
BUREAU OF HOUSING & PROJECT DEVELOPMENT
EXPENDITURE SUMMARY**

	Actual <u>2002-03</u>	Estimated <u>2003-04</u>	Amended <u>2003-04</u>	Approved <u>2004-05</u>
Appropriation by Major Object				
Personnel Expenses	1,848,929	1,919,900	1,961,800	2,047,500
Materials & Supplies	13,359	14,300	15,600	15,800
Services	127,803	159,400	170,400	171,700
Other	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	1,990,091	2,093,600	2,147,800	2,235,000

Appropriation by Activity				
Administration	177,193	186,300	186,600	191,000
Real Estate	497,052	533,300	547,700	560,700
Technical Services	681,963	706,000	733,500	787,100
Contract Services	298,163	355,600	317,200	368,200
Housing	<u>335,720</u>	<u>312,400</u>	<u>362,800</u>	<u>328,000</u>
Total	1,990,091	2,093,600	2,147,800	2,235,000

Employee Years by Activity				
Administration	2.0	2.0	2.0	2.0
Real Estate	8.0	8.0	8.0	8.0
Technical Services	15.0	16.0	15.0	16.0
Contract Services	7.0	7.0	7.0	7.0
Housing	<u>6.0</u>	<u>6.0</u>	<u>6.0</u>	<u>6.0</u>
Total	38.0	39.0	38.0	39.0



DEPARTMENT OF COMMUNITY DEVELOPMENT
BUREAU OF HOUSING & PROJECT DEVELOPMENT
PERSONNEL SUMMARY

FULL TIME POSITIONS				Adminis- tration	Real Estate	Technical Services	Contract Services	Housing
Br.	Title	Budget 2003-04	Approved 2004-05					
33	Director of Development Services	1	1	1				
30	Director of Real Estate	1	1		1			
28	Manager, Contract Services	1	1				1	
28	Manager, Housing	1	1					1
28	Manager, Technical Services	1	1			1		
26	Associate Administrative Analyst	1	1			1		
26	Associate Real Estate Specialist	1	1		1			
24	Senior Administrative Analyst	1	1				1	
24	Senior Community Housing Planner	4	4		1			3
24	Senior Community Program Planner/Neighborhood Development	2	2				2	
24	Senior Real Estate Specialist	2	2		2			
20	Building Construction Inspector	3	3			3		
20	Community Housing Planner	1	1					1
20	Executive Assistant	1	1			1		
20	Property Rehabilitation Specialist	5	6			6		
20	Real Estate Specialist Bilingual	1	1		1			
18	Municipal Assistant	1	1		1			
16	Administrative Assistant	2	2	1		1		
11	Secretary	2	2				2	
9	Clerk II	1	1		1			
9	Clerk II with Typing	3	3			2	1	
7	Clerk III with Typing	2	2			1		1
EMPLOYEE YEARS								
	Full Time	38.0	39.0	2.0	8.0	16.0	7.0	6.0
	Overtime	0.1	0.1	0.0	0.0	0.1	0.0	0.0
	Part Time, Temporary, Seasonal	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	Less: Vacancy Allowance	<u>0.1</u>	<u>0.1</u>	<u>0.0</u>	<u>0.0</u>	<u>0.1</u>	<u>0.0</u>	<u>0.0</u>
	Total	38.0	39.0	2.0	8.0	16.0	7.0	6.0

DEPARTMENT OF COMMUNITY DEVELOPMENT
BUREAU OF PLANNING

The Bureau of Planning conducts and coordinates strategic policy and physical development plans for the City. It collects data and conducts research on the physical, economic, and social factors relevant to the well-being of the City and its neighborhoods and coordinates the City's planning programs with outside planning agencies. It provides support for "Rochester 2010 - The Renaissance Plan" and its implementation and updating processes. The Bureau works in close cooperation with other City departments, as well as neighborhood and business groups throughout the City to provide planning and design assistance on special projects.

Program Change

The Bureau shifts towards a Virtual Community Design Center utilizing existing staff to meet with representatives of various governmental agencies, community organizations and educational institutions to explore opportunities for independent design consultation contracts.

The 2004-05 work plan includes the following:

Objective	R2010 Campaigns Supported	Projected Completion
Develop Neighborhood Design plans	#1 - Involved Citizens #7 - Quality Service #9 - Healthy Urban Neighborhoods	Ongoing

Year-to-Year Comparison

	<u>2003-04</u>	<u>2004-05</u>	<u>Change</u>
Budget	392,100	351,100	-41,000
Employee Years	5.0	4.0	-1.0

Change Detail

Salary & Wage Adjustment	General Inflation	Chargebacks	Vacancy Allowance	Miscellaneous	Major Change	<u>Total</u>
24,000	200	-1,400	0	0	-63,800	-41,000

Major Change

A full time position is eliminated due to budget constraints	-59,200
Productivity improvements result in savings	-4,600

ADMINISTRATION

This activity manages the Bureau. It develops goals and policies and evaluates the progress of work objectives for the Bureau. It also prepares and coordinates responses to requests by other City and non-City agencies, as well as the general public, on topics related to current and future City plans and conditions. This activity coordinates the City's various planning programs with the Mayor's Office, City Council, City departments and other agencies, including the Genesee-Finger Lakes Regional Planning Council, Monroe County Department of Planning, and the Genesee Transportation Council.

COMPREHENSIVE PLANNING

This activity undertakes the physical, economic, and social factors relevant to the well being of the City. It supports the implementation of "Rochester 2010 - The Renaissance Plan" by interpreting the Plan with respect to development proposals and City policies and provides support for specific Campaign implementation and overall Plan updates. Staff analyzes and maps data on the physical, social, and economic characteristics and trends of the City and provides various analyses, products, technical planning advice, and consultant services to City departments for planning related projects and or topics. In

addition, it develops plans and implementation programs for special areas of the City, including its waterfront, and provides support and assistance to other Department of Community Development Bureaus, City Departments, and neighborhood groups on community design issues.

Program Change

The Bureau workload shift towards a Virtual Community Design Center requires less census and demographic analyses data.

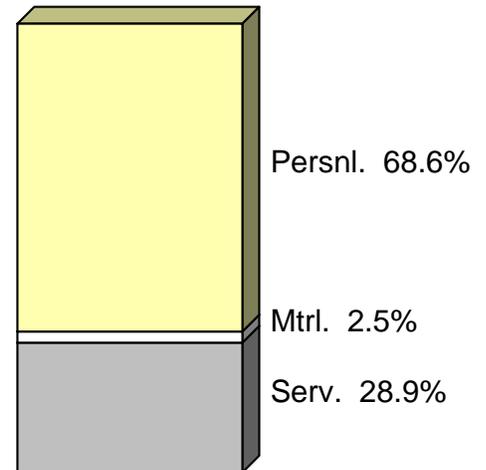
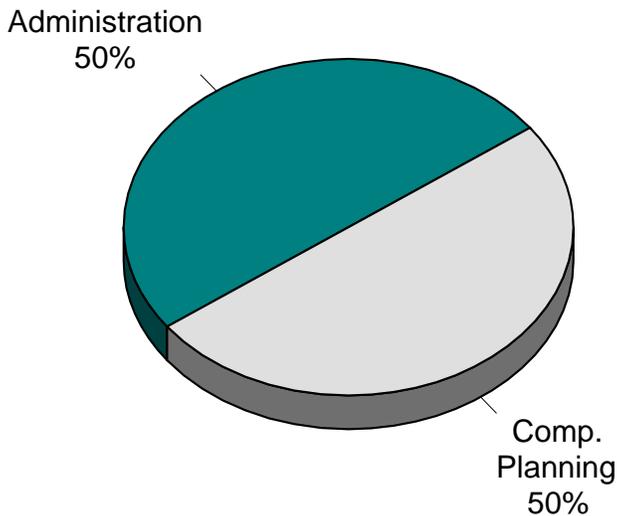
Performance Indicators

	<u>Actual 2002-03</u>	<u>Estimated 2003-04</u>	<u>Budget 2003-04</u>	<u>Budget 2004-05</u>
DEMAND				
Geographic Information System				
● Data analysis requests	350	350	350	350
● Staff & community training orientation requests	50	50	50	50
● Steering committee meeting support requests	12	12	12	12
Comprehensive Plan Process				
● Orientation requests	60	60	60	60
● Special Area Plan Projects	35	35	35	35
● Renaissance 2010 Plan Campaigns support requests	4	4	4	4
Census and Demographic Information				
● Data analyses requests	N/A	260	260	260
● Study committees assisted	N/A	10	10	12
● Staff & community training requests	N/A	40	40	45
WORKLOAD				
Geographic Information System				
● Data analyses completed	150	135	135	110
● Staff & community training orientation sessions conducted	30	30	30	20
● Steering committee meetings coordinated	12	12	12	14
Comprehensive Plan Process				
● Orientations conducted	45	35	40	25
Special Area Plans developed				
● Specific Area Plans	4	3	4	3
● Concept Models (Urban Villages and future development)	4	3	3	2
Renaissance Plan Campaigns supported				
● Direct staffing	3	3	2	2
Census and Demographic Information				
● Data analyses requests completed	N/A	220	220	10
● Study committees assisted	N/A	5	5	1
● Staff & community training requests	N/A	30	30	0

N/A - Not Applicable

DEPARTMENT OF COMMUNITY DEVELOPMENT
BUREAU OF PLANNING
EXPENDITURE SUMMARY

	Actual <u>2002-03</u>	Estimated <u>2003-04</u>	Amended <u>2003-04</u>	Approved <u>2004-05</u>
Appropriation by Major Object				
Personnel Expenses	331,400	284,300	276,100	240,900
Materials & Supplies	3,638	7,500	9,900	8,800
Services	73,657	97,600	106,100	101,400
Other	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	408,695	389,400	392,100	351,100
Appropriation by Activity				
Administration	178,053	169,100	165,200	176,700
Comprehensive Planning	<u>230,642</u>	<u>220,300</u>	<u>226,900</u>	<u>174,400</u>
Total	408,695	389,400	392,100	351,100
Employee Years by Activity				
Administration	1.7	1.0	1.0	1.0
Comprehensive Planning	<u>3.3</u>	<u>4.0</u>	<u>4.0</u>	<u>3.0</u>
Total	5.0	5.0	5.0	4.0



DEPARTMENT OF COMMUNITY DEVELOPMENT
BUREAU OF PLANNING
PERSONNEL SUMMARY

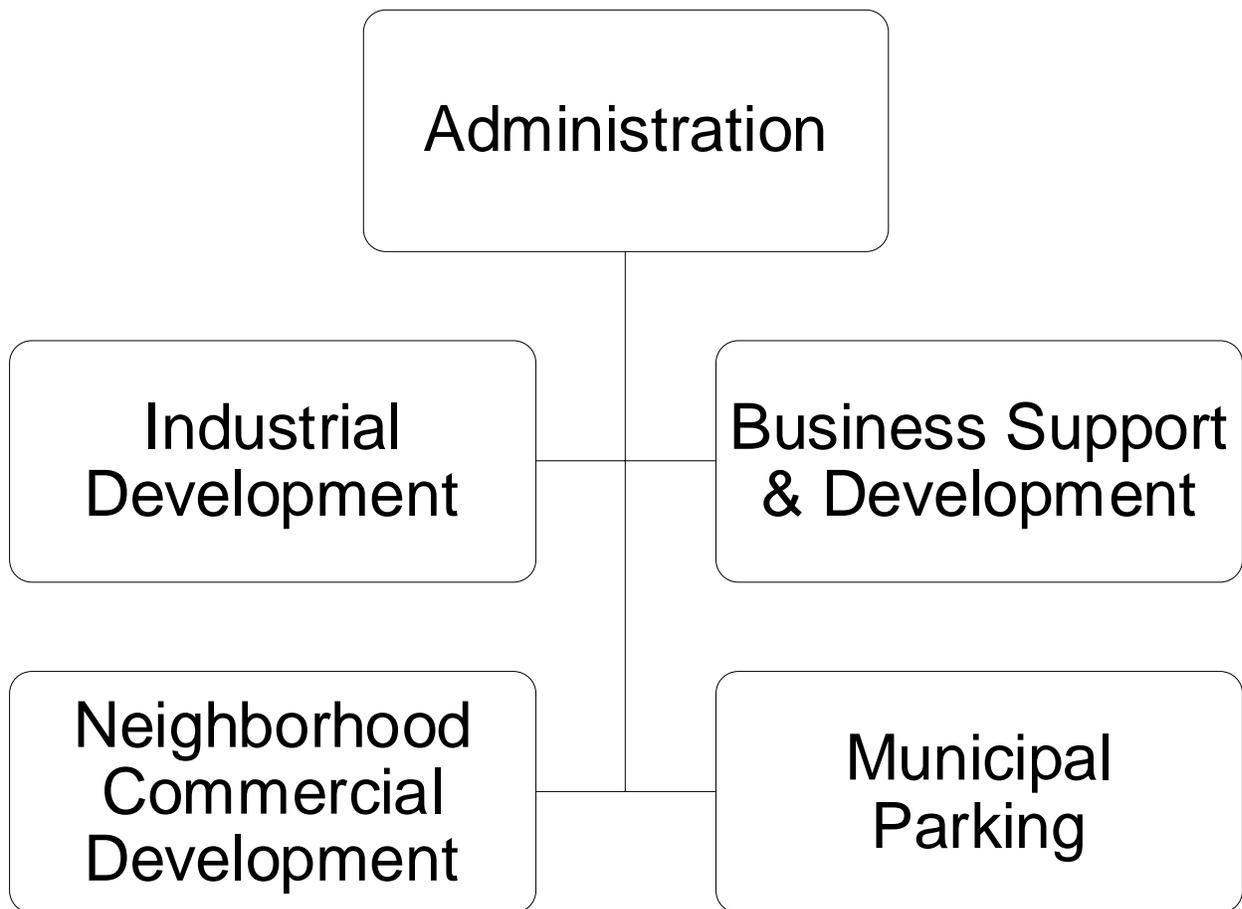
FULL TIME POSITIONS				Adminis- tration	Compre- hensive Planning
Br.	Title	Budget 2003-04	Approved 2004-05		
35	Deputy Commissioner	0.5	0.5	0.5	
28	Supervising City Planner	1	1		1
24	Senior City Planner	1	0		
24	Senior City Planner - Urban Design Specialist	1	1		1
12	GIS Technician	1	1		1
9	Clerk II	0.5	0.5	0.5	
EMPLOYEE YEARS					
	Full Time	5.0	4.0	1.0	3.0
	Overtime	0.1	0.1	0.0	0.1
	Part Time, Temporary, Seasonal	0.0	0.0	0.0	0.0
	Less: Vacancy Allowance	<u>0.1</u>	<u>0.1</u>	<u>0.0</u>	<u>0.1</u>
	Total	5.0	4.0	1.0	3.0

Purpose

The Economic Development Department supports business growth, job creation and retention, and investment in the City. It develops strategies and programs; provides technical, financial, informational, and support services to new and existing industrial and commercial businesses; and administers the Municipal Parking operation.

Organization

The Department is composed of five units: Administration, Industrial Development, Neighborhood Commercial Development, Business Support and Development, and Municipal Parking.



Highlights of the Department's 2004-05 work program are presented below.

Bureau	Highlights	R2010 Campaigns Supported	Projected Completion
Industrial Development	Implementation of New York State Brownfield Program	#6 - Economic Vitality	Third Quarter
Neighborhood Commercial Development	Begin construction of La Marketa, North Clinton Avenue Revitalization Project	#6 - Economic Vitality #9 - Healthy Urban Neighborhoods	Fourth Quarter
Business Support & Development	Begin sale of old, former fire station in Charlotte	#6 - Economic Vitality #8 - Tourism Destination	Second Quarter

Year-to-Year Comparison

<u>Bureau</u>	<u>Budget 2003-04</u>	<u>Budget 2004-05</u>	<u>Change</u>	<u>Percent Change</u>
Administration	423,100	362,100	-61,000	-14.4%
Industrial Development	405,600	360,200	-45,400	-11.2%
Neighborhood Commercial Development	406,800	361,100	-45,700	-11.2%
Business Support & Development	174,700	534,400	359,700	205.9%
Municipal Parking	<u>1,853,000</u>	<u>1,219,800</u>	<u>-633,200</u>	<u>-34.2%</u>
	3,263,200	2,837,600	-425,600	-13.0%
Employee Years	26.2	25.7	-0.5	-1.9%

Change Detail

<u>Salary & Wage Adjustment</u>	<u>General Inflation</u>	<u>Chargebacks</u>	<u>Vacancy Allowance</u>	<u>Miscellaneous</u>	<u>Major Change</u>	<u>Total</u>
12,000	6,100	-19,200	0	0	-424,500	-425,600

Major Change

As proposed by the Mayor:

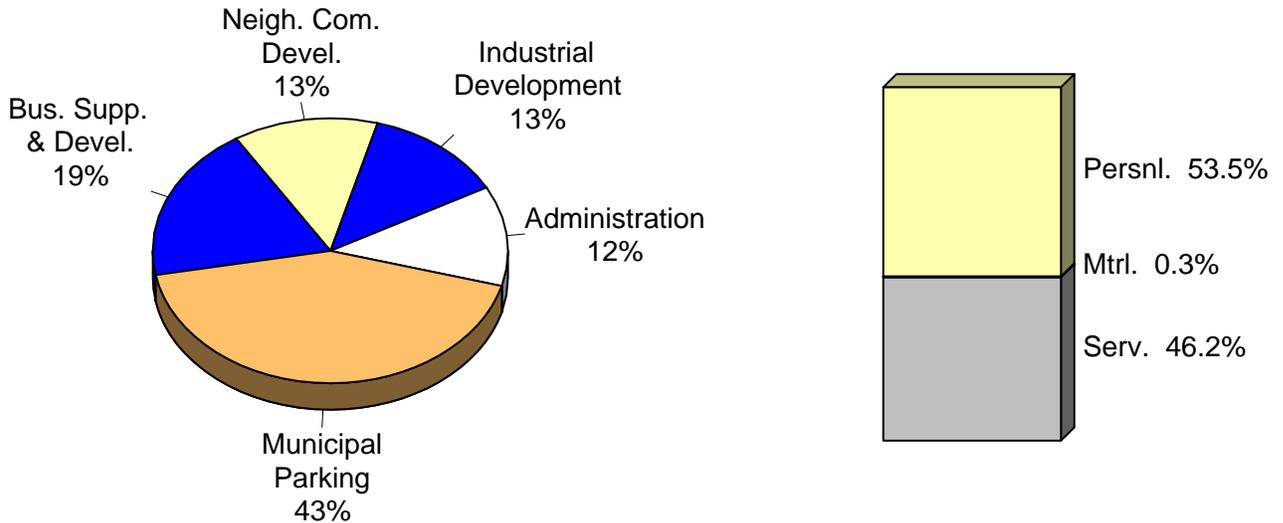
Reduction in heat, light, and power due to new garage operating agreements that require operator to pay those costs	-301,000
Professional fees are reduced due to budget constraints	-91,900
One full time position in Industrial Development activity is eliminated due to budget constraints	-59,200
Reorganization in Municipal Parking results in one part time position added to enhance the monitoring of garage operators	33,900
Downtown Guides Program is reduced and transferred to Business Support and Development from Municipal Parking	-24,000
Productivity improvements result in savings	-2,300

As amended by City Council:

Industrial Development support partially restored	20,000
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**ECONOMIC DEVELOPMENT DEPARTMENT
EXPENDITURE SUMMARY**

	<u>Actual</u> <u>2002-03</u>	<u>Estimated</u> <u>2003-04</u>	<u>Amended</u> <u>2003-04</u>	<u>Approved</u> <u>2004-05</u>
Appropriation by Major Object				
Personnel Expenses	1,420,070	1,441,700	1,519,500	1,506,200
Materials & Supplies	7,512	8,300	10,000	8,700
Services	1,825,074	1,556,400	1,733,700	1,322,700
Other	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	3,252,656	3,006,400	3,263,200	2,837,600
Appropriation by Activity				
Administration	417,316	414,600	423,100	362,100
Industrial Development	391,930	409,800	405,600	360,200
Neighborhood Commercial Development	342,676	372,600	406,800	361,100
Business Support & Development	197,350	175,500	174,700	534,400
Municipal Parking	<u>1,903,384</u>	<u>1,633,900</u>	<u>1,853,000</u>	<u>1,219,800</u>
Total	3,252,656	3,006,400	3,263,200	2,837,600
Employee Years by Activity				
Administration	3.1	3.1	3.1	3.1
Industrial Development	6.9	6.9	6.9	5.9
Neighborhood Commercial Development	5.9	6.9	6.9	5.9
Business Support & Development	3.9	3.9	3.9	4.9
Municipal Parking	<u>3.4</u>	<u>4.4</u>	<u>5.4</u>	<u>5.9</u>
Total	23.2	25.2	26.2	25.7



ADMINISTRATION

This activity develops overall economic development policies and provides support services to the Department. Administration's activities include fiscal control, budgeting, personnel and office management, information systems, communications, and administrative support. This activity monitors the progress of the Renewal Community and Federal Enterprise Community Zone programs and oversees the Federal Section 108 Loan, the Economic Development Initiative Grant, and the Federal Economic Development Administration Grant programs. Staff provides services to the Rochester Economic Development Corporation (REDCO), an entity that facilitates financial packaging for business and development projects.

INDUSTRIAL DEVELOPMENT – R2010 Campaign #6 - Economic Vitality

This activity implements industrial development programs designed to generate jobs and investment through the attraction of new businesses to the City and the expansion and retention of existing industrial businesses within the City. It provides outreach, financial, technical, and site selection assistance to businesses and monitors the progress of the New York State Empire Zone.

Program Change

Staff reduction may impact capacity to support business assistance requests.

Performance Indicators

	<u>Actual 2002-03</u>	<u>Estimated 2003-04</u>	<u>Budget 2003-04</u>	<u>Budget 2004-05</u>
DEMAND				
Industrial businesses (manufacturing & wholesale) (est.)	1,221	1,221	1,221	1,621
WORKLOAD				
Business assistance requests:				
• Technical assistance	412	468	450	340
• Financial assistance	127	156	160	120
• Empire Zone Assistance	<u>152</u>	<u>150</u>	<u>130</u>	<u>150</u>
Total	691	774	740	610
Industrial financial assistance applications processed	19	30	60	30
Empire Zone certification applications processed	57	43	50	40
RESULTS				
Industrial financial assistance applications approved	25	25	40	20
Empire Zone certification applications approved	57	43	50	40
Total Investment (\$000)	73,598	61,022	50,000	50,000
Jobs generated:				
• Created	683	996	1,100	950
• Retained	1,156	2,387	1,480	1,500
Minority/Women's Business Enterprise financial applications approved	4	4	7	4

NEIGHBORHOOD COMMERCIAL DEVELOPMENT – R2010 Campaign #9 - Healthy Urban Neighborhoods

This activity implements various neighborhood commercial and enterprise business development related programs. It organizes neighborhood business associations, provides business association support and administers the Commercial Exterior Improvement Program, Business Assistance, Neighbors Shopping Neighborhoods, Commercial Loans, Business Succession and Enterprise Development programs. In addition, it provides assistance to sector-based and faith-based community development corporations.

Program Change

Entrepreneur Development Program will resume.

Performance Indicators

	<u>Actual</u> <u>2002-03</u>	<u>Estimated</u> <u>2003-04</u>	<u>Budget</u> <u>2003-04</u>	<u>Budget</u> <u>2004-05</u>
DEMAND				
Commercial businesses (retail & service) (est.)	5,736	5,736	5,736	5,600
WORKLOAD				
Business assistance requests:				
• Technical assistance	2,450	2,450	2,450	2,500
• Financial assistance	395	395	395	400
Total	2,845	2,845	2,845	2,900
Commercial financial assistance applications received and processed	128	130	70	150
Business associations supported	16	16	16	17
Minority/Women's Business Enterprise financial applications processed	65	45	45	55
Historically Under-utilized Businesses (HUB) Zone certification applications received	8	14	14	15
Entrepreneur Development Program applications received	50	0	50	50
RESULTS				
Commercial financial assistance applications approved	115	117	62	135
Investment (\$000)	1,503	1,702	3,550	3,755
Job generated				
• Created	26	72	65	70
• Retained	375	167	248	280
Minority/Women's Business Enterprise financial applications approved	62	43	40	50
Community Development Corps assisted	5	5	5	5
Number of seminars for small businesses various topics	6	6	6	6
Business associations supported	16	16	16	17
Historically Under-utilized Businesses (HUB) Zone certifications approved	8	8	7	8
Entrepreneur Development Program enrollees	17	0	20	20
Entrepreneur Development Program businesses started	N/A	3	4	0

N/A - Not Applicable

BUSINESS SUPPORT & DEVELOPMENT – R2010 Campaign #6 - Economic Vitality

This activity coordinates real estate development and high technology projects; oversees feasibility and consultant studies; monitors professional service agreements; completes site and financial analyses; performs market research; performs outreach to center city and entertainment district businesses; and provides support and pre-development services for the Department.

Program Change

Downtown Guides Program transferred to this activity.

Performance Indicators

	<u>Actual 2002-03</u>	<u>Estimated 2003-04</u>	<u>Budget 2003-04</u>	<u>Budget 2004-05</u>
WORKLOAD				
Professional service contracts developed	10	15	10	10
Analyses of potential development sites	5	5	5	5
RESULTS				
Professional service contracts completed	10	15	10	10
Development projects completed	5	7	7	7
Investment (\$000)	40,597	33,593	31,255	38,140
Jobs generated				
●Created	328	754	673	382
●Retained	599	422	235	458

MUNICIPAL PARKING – R2010 Campaign #10 - Center City

This activity administers the City's Municipal Parking program. This includes monitoring contracts for the operation of 8 garages, and 16 lots, capital expenditure planning and monitoring of revenue collection. The City receives a percentage of total revenues from each garage and lot as set forth in contracts. This activity also oversees contractual operation of the East End garage on behalf of the Cultural Center Commission.

Program Change

Downtown Guides Program transferred to Business Support and Development.

Performance Indicators

	<u>Actual 2002-03</u>	<u>Estimated 2003-04</u>	<u>Budget 2003-04</u>	<u>Budget 2004-05</u>
DEMAND				
Parking spaces:				
● Garages	9,363	8,722	8,743	8,722
● Lots	1,799	1,740	1,799	1,740
● Street meters and metered lots	<u>1,427</u>	<u>1,427</u>	<u>1,415</u>	<u>1,427</u>
Total	12,589	11,889	11,957	11,889
WORKLOAD				
Garage operations audits performed	16	16	16	16
Contracts prepared & monitored	31	48	31	48
RESULT				
Annual car counts				
● Garages	2,526,900	2,509,700	2,602,000	2,509,700
● Lots (Not Metered) estimated	202,900	196,300	202,900	196,300
● Street Meters & Metered Lots	<u>188,364</u>	<u>188,364</u>	<u>186,800</u>	<u>188,364</u>
Total	2,918,164	2,894,364	2,991,700	2,894,364

ECONOMIC DEVELOPMENT DEPARTMENT
PERSONNEL SUMMARY

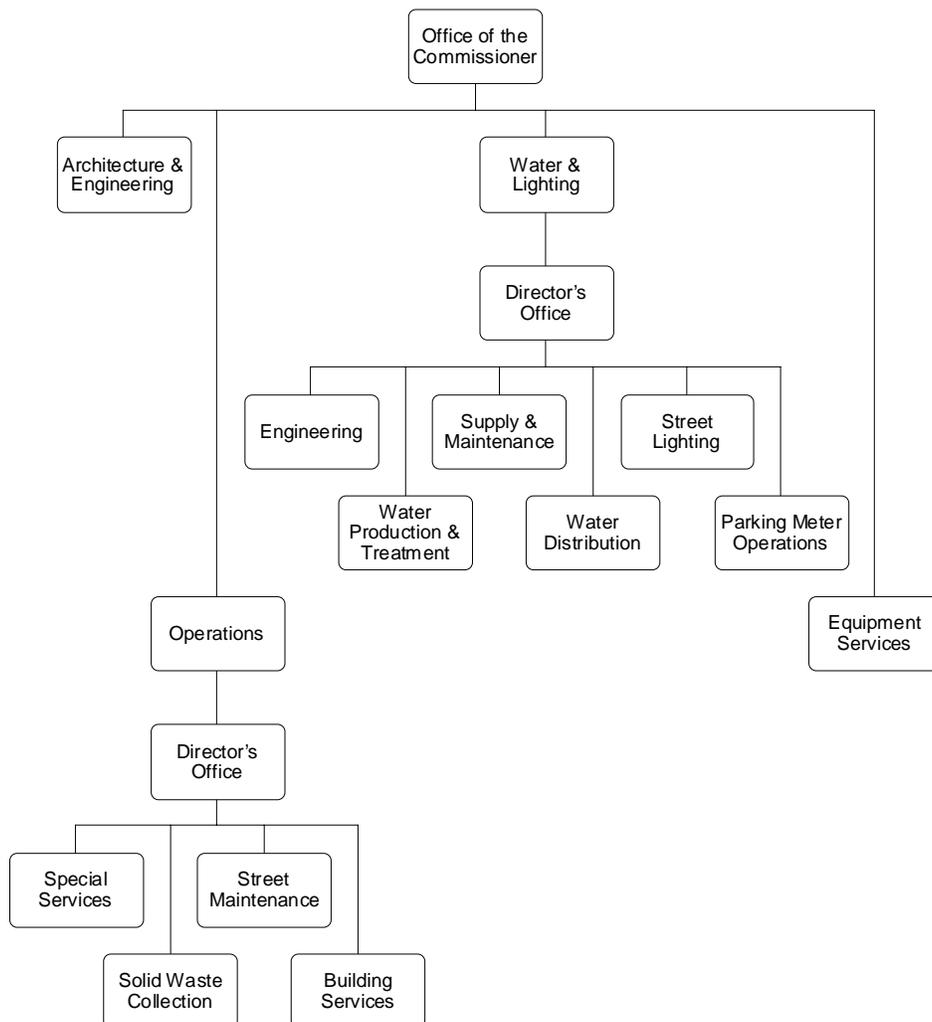
FULL TIME POSITIONS				Administration	Industrial Development	Neighborhood Commercial Development	Business Support & Development	Municipal Parking
Br.	Title	Budget 2003-04	Approved 2004-05					
36	Commissioner	1	1	1				
33	Assistant Commissioner	1	0					
33	Deputy Commissioner	0	1			1		
29	Manager of Downtown Development	0	1				1	
28	Manager of Municipal Parking	1	0					
26	Economic Development Manager	4	3		2	1		
26	Municipal Parking Coordinator	0	1					1
24	Associate Program Assistant	1	0					
24	Marketing Specialist	2	2			2		
24	Marketing Specialist Bilingual	1	1			1		
24	Senior Administrative Analyst	1	1	1				
24	Senior Economic Dev. Specialist	7	8		3		4	1
23	Senior Management Analyst	1	0					
20	Senior Accountant	0	1					1
18	Secretary to Commissioner	1	1	1				
15	Accountant	1	0					
14	Field Auditor	1	1					1
11	Secretary	2	2		1	1		
9	Clerk II with Typing	1	1					1
EMPLOYEE YEARS								
	Full Time	26.0	25.0	3.0	6.0	6.0	5.0	5.0
	Overtime	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	Part Time, Temporary, Seasonal	0.6	1.1	0.1	0.0	0.0	0.0	1.0
	Less: Vacancy Allowance	<u>0.4</u>	<u>0.4</u>	<u>0.0</u>	<u>0.1</u>	<u>0.1</u>	<u>0.1</u>	<u>0.1</u>
	Total	26.2	25.7	3.1	5.9	5.9	4.9	5.9

PURPOSE

The Department of Environmental Services provides safe, clean, and attractive surroundings for the community through the efficient planning, development, and provision of water service, infrastructure, and maintenance and service programs. The Department also provides services within the City organization, including maintenance and repair of motor equipment and buildings, telephone service, security, and technical support for projects that involve engineering, architectural, or environmental aspects.

Organization

The Department is composed of the Office of the Commissioner, the Bureaus of Architecture & Engineering, Operations, Water & Lighting, and Equipment Services.



Highlights of the Department of Environmental Services 2004-05 work program are presented below. Additional information for each bureau is included in the sections that follow.

Bureau	Highlights	R2010 Campaigns Supported	Projected Completion
Office of Commissioner	Start second phase of Brownfield Assistance Program for businesses	#4 - Environmental Stewardship	First Quarter
	Conduct automatic vehicle location system requirements study	#7 - Quality Service	Second Quarter
	Commence EPA grant funded site investigations at 935 West Broad Street and 399 Gregory Street	#4 - Environmental Stewardship	Second Quarter
Architecture & Engineering	Begin construction of Lexington Avenue improvement project	#7 - Quality Service	First Quarter
	Begin preliminary design of Aqueduct Revitalization Project	#10 -Center City	Third Quarter
	Complete construction of Broad Street improvement project	#7 - Quality Service	Fourth Quarter
	Complete construction of Chili Avenue street improvement project	#7 - Quality Service	Fourth Quarter
Operations	Initiate marketing program in recycling function to promote increased participation	#4 - Environmental Stewardship	First Quarter
	Complete city-wide toter replacement program	#7 - Quality Service	Second Quarter
Water & Lighting	Begin design of Conduit I replacement	#7 - Quality Service	First Quarter
	Complete design development of new water facility at 10 Felix Street	#7 - Quality Service	Second Quarter
Equipment Services	Implement enhanced New York State vehicle inspection program for City fleet	#7 - Quality Service	First Quarter

Year-to-Year Comparison

<u>Bureau</u>	<u>2003-04</u>	<u>2004-05</u>	<u>Change</u>	<u>Percent Change</u>
Office of Commissioner	3,267,200	3,339,600	72,400	2.2%
Architecture & Engineering	3,892,300	3,924,300	32,000	0.8%
Operations	33,600,100	34,991,500	1,391,400	4.1%
Water & Lighting	24,335,800	24,992,600	656,800	2.7%
Equipment Services	<u>6,257,000</u>	<u>6,320,400</u>	<u>63,400</u>	1.0%
	71,352,400	73,568,400	2,216,000	3.1%
Less: Intrafund Credit*	<u>2,653,600</u>	<u>3,634,800</u>	<u>981,200</u>	37.0%
	68,698,800	69,933,600	1,234,800	1.8%

Employee Years 749.4 733.3 -16.1 -2.1%

*Reflects chargebacks for telephone and motor equipment services

Change Detail

<u>Salary & Wage Adjustment</u>	<u>General Inflation</u>	<u>Chargebacks</u>	<u>Vacancy Allowance</u>	<u>Miscellaneous</u>	<u>Major Change</u>	<u>Total</u>
854,200	247,900	-176,100	-17,000	-12,900	338,700	1,234,800

Major Change

As proposed by the Mayor:

Eighteen full time positions eliminated	-667,900
In lieu of depreciation increases in anticipation of replacement of refuse packers	410,500
Expense for water purchased from Monroe County Water Authority increases based upon higher demand	321,000
Increase in tipping fee expense due to increase in tonnage	253,000
Increase allowance for uncollectible expense in Water Fixed Charges	240,000
Energy cost savings results from incentives from New York Power Authority and increased building efficiencies	-230,000
Reduced utilities allocation due to one year delay in cathodic protection program	-114,000
Net effect of other personnel changes	109,900
Reduce department wide allocation for overtime	-104,700
Two full time positions added in Environmental Quality and Solid Waste	94,600
Increase allocations for maintenance agreements	84,000
Productivity improvements results in savings	-57,800
Eliminate funding for Highway Beautification Program	-50,000
Increase allocations in Solid Waste to fund rearload refurbishing project in Commercial activity and advertising in Recycling activity	43,900
Increase allocation in Equipment Services for fuel purchases	25,700
Reduce parts allocation in Equipment Services due to budget constraints	-15,100
Transfer of environmental testing costs to capital funding	-12,800
Reduce contract training expenses due to budget constraints	-2,100

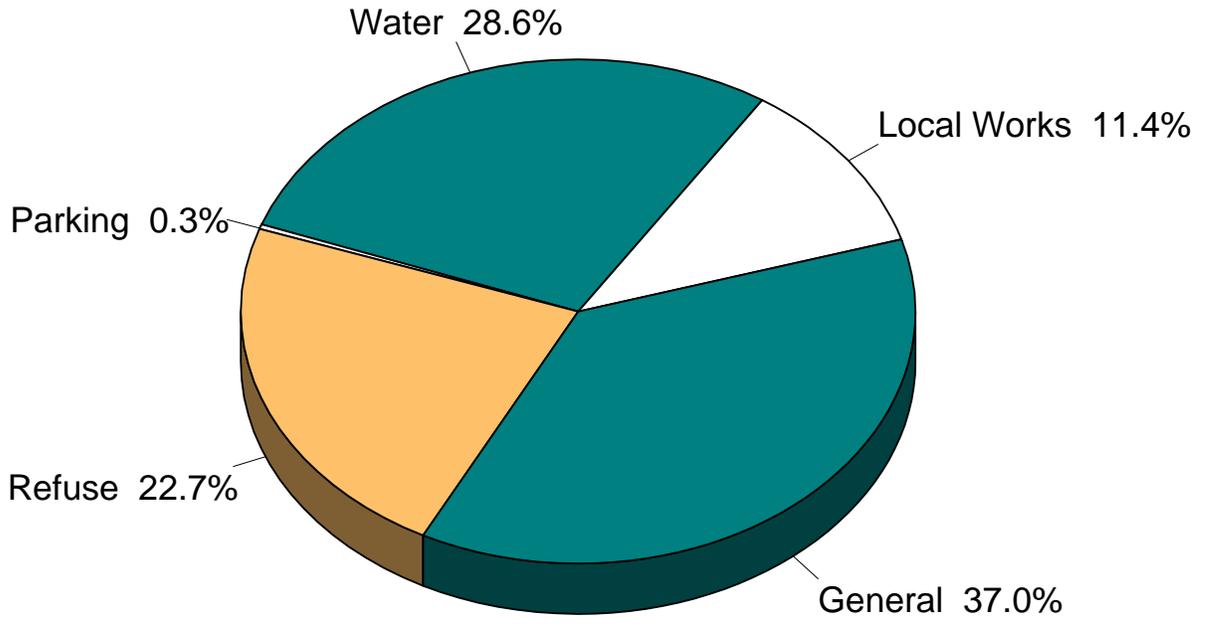
As amended by City Council:

Funding restored for neighborhood event	10,500
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DEPARTMENT OF ENVIRONMENTAL SERVICES

Fund Summary						
<u>Bureau/Division</u>	<u>General</u>	<u>Local Works</u>	<u>Water</u>	<u>Parking</u>	<u>Refuse</u>	<u>Total</u>
Commissioner	2,048,600	229,600	518,500	0	542,900	3,339,600
Architecture & Engineering	3,782,000	142,300				3,924,300
Operations:						
Director's Office	671,600	67,400			159,300	898,300
Solid Waste Collection					15,536,200	15,536,200
Special Services	2,140,600	7,940,900			487,100	10,568,600
Street Maintenance	2,243,900					2,243,900
Building Services	<u>5,744,500</u>					<u>5,744,500</u>
	10,800,600	8,008,300			16,182,600	34,991,500
Water & Lighting:						
Water Fund Operating Units and Fixed Charges			20,528,300			20,528,300
Street Lighting	4,299,800					4,299,800
Parking Meter Operations				<u>164,500</u>		<u>164,500</u>
	<u>4,299,800</u>		<u>20,528,300</u>	164,500		24,992,600
Equipment Services	<u>6,320,400</u>					<u>6,320,400</u>
Subtotal	27,251,400	8,380,200	21,046,800	164,500	16,725,500	73,568,400
Less Intrafund Credits:						
- Building Services	591,400					591,400
- Equipment Services	<u>3,043,400</u>					<u>3,043,400</u>
Net Total	23,616,600	8,380,200	21,046,800	164,500	16,725,500	69,933,600

OPERATING BUDGET BY FUND

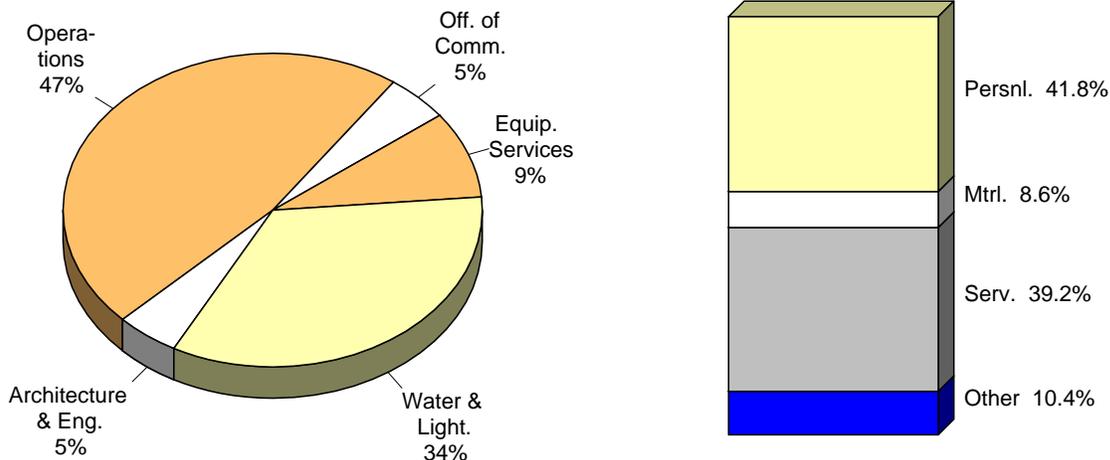


Note: Does not reflect intrafund credits

**DEPARTMENT OF ENVIRONMENTAL SERVICES
EXPENDITURE SUMMARY**

	<u>Actual 2002-03</u>	<u>Estimated 2003-04</u>	<u>Amended 2003-04</u>	<u>Approved 2004-05</u>
Appropriation by Major Object				
Personnel Expenses	29,541,223	30,253,400	30,413,300	30,721,600
Materials & Supplies	6,040,588	6,102,500	6,234,800	6,347,000
Services	27,993,559	28,079,200	27,699,700	28,849,400
Other	<u>6,188,563</u>	<u>7,004,600</u>	<u>7,004,600</u>	<u>7,650,400</u>
Total	69,763,933	71,439,700	71,352,400	73,568,400
Less: Intrafund Credit*	<u>2,736,629</u>	<u>2,895,000</u>	<u>2,653,600</u>	<u>3,634,800</u>
Total	67,027,304	68,544,700	68,698,800	69,933,600
Appropriation by Activity				
Office of the Commissioner	3,218,697	3,297,100	3,267,200	3,339,600
Architecture & Engineering	3,653,956	3,861,900	3,892,300	3,924,300
Operations	33,014,974	33,406,100	33,600,100	34,991,500
Water & Lighting	23,739,526	24,513,400	24,335,800	24,992,600
Equipment Services	<u>6,136,780</u>	<u>6,361,200</u>	<u>6,257,000</u>	<u>6,320,400</u>
Total	69,763,933	71,439,700	71,352,400	73,568,400
Less: Intrafund Credit*	<u>2,736,629</u>	<u>2,895,000</u>	<u>2,653,600</u>	<u>3,634,800</u>
Total	67,027,304	68,544,700	68,698,800	69,933,600
Employee Years by Activity				
Office of the Commissioner	69.0	67.7	66.9	65.9
Architecture & Engineering	63.8	68.6	68.8	67.0
Operations	386.3	376.3	378.6	371.2
Water & Lighting	152.9	154.7	157.8	155.0
Equipment Services	<u>78.9</u>	<u>78.0</u>	<u>77.3</u>	<u>74.2</u>
Total	750.8	745.3	749.4	733.3

*Reflects chargeback for telephone and motor equipment service.



The Office of the Commissioner manages the Department, provides customer service, coordinates environmental regulatory compliance efforts and oversees hazardous waste site remediation activities at City properties. It trains departmental personnel in the performance of their jobs, furnishes security service at several City facilities, and provides support for information systems and technologies.

Objective	R2010 Campaigns Supported	Projected Completion
Start second phase of Brownfield Assistance Program for businesses	#4 - Environmental Stewardship	First Quarter
Conduct automatic vehicle location system requirements study	#7 - Quality Service	Second Quarter
Commence EPA grant funded site investigations at 935 West Broad Street and 399 Gregory Street	#4 - Environmental Stewardship	Second Quarter
Begin remedial projects at 151-191 Mt. Hope Avenue and 80-100 Charlotte Street	#4 - Environmental Stewardship	Second Quarter
Begin former Emerson Street Landfill brownfield site closure design process	#4 - Environmental Stewardship	Second Quarter
Conduct needs assessment for Office of Customer Satisfaction work request system	#7 - Quality Services	Third Quarter
Complete remedial investigation and preconstruction interim actions at 10 Felix Street Facility	#4 - Environmental Stewardship	Third Quarter
Complete remedial design of former Photech site at 1000 Driving Park	#4 - Environmental Stewardship	Fourth Quarter

Year-to-Year Comparison

	<u>2003-04</u>	<u>2004-05</u>	<u>Change</u>
Budget	3,267,200	3,339,600	72,400
Employee Years	66.9	65.9	-1.0

Change Detail

<u>Salary & Wage Adjustment</u>	<u>General Inflation</u>	<u>Chargebacks</u>	<u>Vacancy Allowance</u>	<u>Miscellaneous</u>	<u>Major Change</u>	<u>Total</u>
118,200	5,400	-19,300	-17,000	-10,600	-4,300	72,400

**DEPARTMENT OF ENVIRONMENTAL SERVICES
OFFICE OF THE COMMISSIONER**

Major Change

A temporary one year position is added for administrative support	61,100
A full time Environmental Quality Brownfield Specialist added to Environmental Quality	47,300
Personnel funding in the Office of Customer Satisfaction is reduced due to budget constraints	-38,000
A vacant security guard position and associated overtime is eliminated due to budget constraints	-30,600
A vacant full time clerical position is converted to part time	-16,600
Environmental testing costs transferred to capital funding	-12,800
Reduce contract training expense due to budget constraints	-10,100
Productivity improvements result in savings	-4,600

ADMINISTRATION

Administration establishes departmental policies, reviews operational efficiency and effectiveness, and coordinates activities within the Department and with other City departments and external agencies. It manages personnel administration and monitors the Department's operating and capital budgets.

ENVIRONMENTAL QUALITY – R2010 Campaign #4 - Environmental Stewardship

Environmental Quality manages environmental investigations and hazardous waste site remediation activities at City properties. The activity coordinates environmental regulatory compliance efforts for the City, conducts environmental audits of sites under consideration for acquisition, and provides analysis on a variety of environmental issues.

Performance Indicators	<u>Actual 2002-03</u>	<u>Estimated 2003-04</u>	<u>Budget 2003-04</u>	<u>Budget 2004-05</u>
DEMAND				
Phase I site assessments requested	28	13	23	23
Preliminary site assessments requested*	2,450	1,900	1,700	1,900
Freedom of information and site information requests	224	331	150	250
WORKLOAD				
Phase I site assessments completed	52	13	23	23
Preliminary site assessments completed*	2,450	1,900	1,700	1,900
Freedom of information and site information requests	224	331	150	250
Detailed investigations underway	12	10	10	10
Waste management projects completed	50	55	45	45
Tons of waste material treated or sent for disposal	22,900	31,200	10,000	15,000
Inspections of City facilities completed**	20	32	24	26
Spill responses completed	14	12	10	10
NY cleanup agreements and orders	11	12	11	14
Remedial systems operating	15	15	13	12
Environmental stewardship meetings	54	50	62	54
EFFICIENCY				
Cleanup cost per acre (\$):				
● Planned residential site reuse	450,000	428,000	250,000	300,000
● Planned commercial/industrial reuse	222,000	37,400	154,000	142,000

DEPARTMENT OF ENVIRONMENTAL SERVICES
OFFICE OF THE COMMISSIONER

Performance Indicators	Actual <u>2002-03</u>	Estimated <u>2003-04</u>	Budget <u>2003-04</u>	Budget <u>2004-05</u>
RESULTS				
Sites remediated	3	2	5	4
Acres remediated	10.5	4.8	11.5	10.5

*Includes all commercial and industrial tax delinquent properties

**Includes inspections for asbestos management plan

SECURITY

Security provides guard service at key City facilities and during various City events. Service is provided at City Hall, the Department of Environmental Services' Operations Center and Bureau of Water & Lighting, as well as commercial buildings acquired by the City through foreclosure. A mobile security patrol provides routine surveillance of City properties and secures firehouses and libraries when necessary. The unit monitors security alarms at City facilities and some Rochester City School District buildings.

OFFICE OF CUSTOMER SATISFACTION – R2010 Campaign #7 -Quality Service

The Office of Customer Satisfaction (OCS) provides customer service for the Department's public services. The unit receives and responds to inquiries and requests for service, provides complaint resolution, renders water and commercial refuse bills to customers, and conducts customer surveys to measure the efficiency and effectiveness of services that are provided. The activity also works in conjunction with the Bureau of Operations' Building Services division to manage the City's telephone system. The Bureau of Water & Lighting's Dispatch activity assists the unit by receiving calls when the office is not staffed.

Performance Indicators	Actual <u>2002-03</u>	Estimated <u>2003-04</u>	Budget <u>2003-04</u>	Budget <u>2004-05</u>
DEMAND				
City residents	219,800	219,800	219,800	219,800
Customer Accounts				
• Water	60,942	60,770	61,200	60,800
• Refuse	55,496	55,363	55,300	55,050
WORKLOAD				
Number of telephone calls received*	125,596	136,151	132,000	135,000
Number of service requests taken	16,970	19,824	20,000	20,000
Number of complaints taken	22,242	26,000	20,000	22,500
Customer satisfaction surveys conducted	2	3	3	3
Water billings rendered	233,520	235,302	259,000	243,000
Commercial refuse billings rendered	10,914	10,762	11,000	10,800
RESULTS				
Percent of telephone calls answered within 30 seconds	90.0	87.0	90.0	88.0
Repeat complaints as a percentage of total complaints received	0.1	0.1	0.5	0.5
Level of customer satisfaction as measured by quality assurance callbacks (percent)	86.0	84.0	90.0	88.0

*Calls taken by Water Dispatch operation between 11:00 p.m. and 6:30 a.m., when OCS is not staffed, are shown in the Water & Lighting performance indicators

DEPARTMENT OF ENVIRONMENTAL SERVICES
OFFICE OF THE COMMISSIONER

TRAINING & SAFETY

Training and Safety trains departmental personnel in the performance of their jobs. The unit develops and delivers management, technical, customer service, safety, and equipment training. It coordinates the Department's total quality management program.

Performance Indicators	<u>Actual</u> 2002-03	<u>Estimated</u> 2003-04	<u>Budget</u> 2003-04	<u>Budget</u> 2004-05
DEMAND				
Full time positions authorized in department	645.0	638.0	658.0	642.0
Part time, temporary, seasonal equivalents	<u>35.9</u>	<u>37.0</u>	<u>35.8</u>	<u>42.0</u>
Total	680.9	675.0	693.8	684.0
WORKLOAD				
Individuals participating in training sessions:				
● Professional development	514	476	300	300
● Computer knowledge	27	20	25	25
● Customer service	21	45	25	35
● Supervisory skills	96	120	60	75
● Defensive driving techniques	193	190	175	175
● Safety & Wellness	157	259	30	150
● Equipment training	473	475	400	475
New employees participating in orientation program	21	36	30	25
RESULTS				
Occupational Safety and Health Administration (OSHA) reportable accidents	111	155	125	125

TECHNOLOGY SERVICES

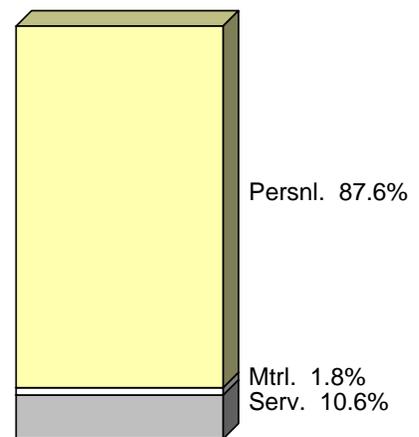
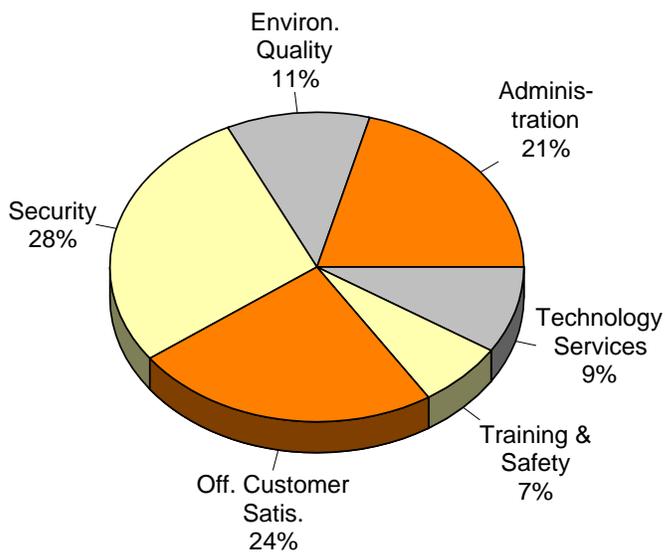
Technology Services provides information systems and technologies that enable departmental units to accomplish their respective missions. These systems and technologies provide departmental personnel with information relative to their operations, support strategic planning, promote effective resource management, enhance customer service, and promote internal and external communication.

DEPARTMENT OF ENVIRONMENTAL SERVICES
OFFICE OF THE COMMISSIONER
EXPENDITURE SUMMARY

	Actual 2002-03	Estimated 2003-04	Amended 2003-04	Approved 2004-05
Appropriation by Major Object				
Personnel Expenses	2,739,270	2,866,100	2,801,400	2,927,100
Materials & Supplies	80,393	60,600	61,800	59,600
Services	399,034	370,400	404,000	352,900
Other	0	0	0	0
Total	<u>3,218,697</u>	<u>3,297,100</u>	<u>3,267,200</u>	<u>3,339,600</u>

Appropriation by Activity				
Administration	593,229	664,600	638,200	691,700
Environmental Quality	335,976	337,600	324,000	361,000
Security	951,158	941,900	930,600	961,500
Office of Customer Satisfaction	810,928	806,700	858,400	794,600
Training & Safety	278,614	253,500	242,200	245,700
Technology Services	<u>248,792</u>	<u>292,800</u>	<u>273,800</u>	<u>285,100</u>
Total	<u>3,218,697</u>	<u>3,297,100</u>	<u>3,267,200</u>	<u>3,339,600</u>

Employee Years by Activity				
Administration	8.4	9.1	9.1	9.8
Environmental Quality	5.1	5.1	5.0	5.6
Security	30.2	28.2	28.4	27.6
Office of Customer Satisfaction	17.4	16.5	15.9	14.5
Training & Safety	4.1	4.1	4.1	4.0
Technology Services	<u>3.9</u>	<u>4.7</u>	<u>4.4</u>	<u>4.4</u>
Total	<u>69.0</u>	<u>67.7</u>	<u>66.9</u>	<u>65.9</u>



DEPARTMENT OF ENVIRONMENTAL SERVICES
OFFICE OF THE COMMISSIONER
PERSONNEL SUMMARY

FULL TIME POSITIONS				Administration	Environmental Quality	Security	Office of Customer Satisfaction	Training & Safety	Technology Services
Br.	Title	Budget 2003-04	Approved 2004-05						
36	Commissioner	1	1	1					
35	Deputy Commissioner	1	1	1					
29	Manager of Customer Satisfaction	1	1				1		
29	Manager of Environmental Quality	1	1		1				
29	Principal Staff Assistant	2	2	1					1
27	Superintendent of Security	1	1			1			
26	Human Resource Coordinator	1	1	1					
26	Training & Safety Coordinator	1	1					1	
25	Senior Environmental Specialist/Compliance	1	1		1				
25	Senior Environmental Specialist/Remediation	1	1		1				
25	Superintendent of Customer Accounts	1	1				1		
24	Senior Administrative Analyst	2	1				1		
23	Environmental Specialist/Remediation	0	1		1				
23	Computer Applications Specialist	2	2						2
21	Environmental Technician	1	1		1				
21	Equipment Training Coordinator	1	1					1	
20	GIS Applications Specialist	1	1						1
19	Equipment Trainer	1	1					1	
18	Municipal Assistant	0	1	1					
18	Secretary to the Commissioner	1	1	1					
18	Supervising Service Representative	1	1				1		
16	Supervising Security Guard	3	6			6			
14	Senior Human Resource Associate	1	1					1	
13	Administrative Secretary	1	1	1					
10	Service Representative	8	6				6		
10	Service Representative Bilingual	2	2				2		
9	Clerk II	1	0						
6	Receptionist Typist	1	1	1					
57	Senior Security Guard	4	2			2			
52	Security Guard	16	14			14			
EMPLOYEE YEARS									
	Full Time	59.0	56.0	8.0	5.0	23.0	12.0	4.0	4.0
	Overtime	3.8	2.6	0.0	0.0	1.6	1.0	0.0	0.0
	Part Time, Temporary, Seasonal	4.1	8.2	1.8	0.6	3.9	1.5	0.0	0.4
	Less: Vacancy Allowance	0.0	0.9	0.0	0.0	0.9	0.0	0.0	0.0
	Total	66.9	65.9	9.8	5.6	27.6	14.5	4.0	4.4

The Bureau of Architecture & Engineering implements the City's capital program through design, construction, inspection, and rehabilitation of buildings, bridges, roads, and other infrastructure.

The 2004-05 work plan includes the following:

Objective	R2010 Campaigns Supported	Projected Completion
Begin construction of Lexington Avenue improvement project	#7 - Quality Service	First Quarter
Begin study of Inner Loop modifications	#10 - Center City	First Quarter
Begin construction of West Ridge Road street improvement project	#7 - Quality Service	First Quarter
Begin construction of Plymouth Avenue street improvement project	#7 - Quality Service	First Quarter
Complete design for Genesee Riverway Trail	#7 - Quality Service	Second Quarter
Complete construction of Monroe Branch Library exterior repairs	#7 - Quality Service	Second Quarter
Begin preliminary design of Aqueduct Revitalization Project	#10 -Center City	Third Quarter
Complete construction of Broad Street improvement project	#7 - Quality Service	Fourth Quarter
Complete construction of Chili Avenue street improvement project	#7 - Quality Service	Fourth Quarter
Complete repair of exterior wood windows at City Hall	#7 - Quality Service	Fourth Quarter

Year-to-Year Comparison

	<u>2003-04</u>	<u>2004-05</u>	<u>Change</u>
Budget	3,892,300	3,924,300	32,000
Employee Years	68.8	67.0	-1.8

Change Detail

<u>Salary & Wage Adjustment</u>	<u>General Inflation</u>	<u>Chargebacks</u>	<u>Vacancy Allowance</u>	<u>Miscellaneous</u>	<u>Major Change</u>	<u>Total</u>
112,400	6,200	-28,900	0	-2,600	-55,100	32,000

**DEPARTMENT OF ENVIRONMENTAL SERVICES
BUREAU OF ARCHITECTURE & ENGINEERING**

Major Change

Two vacant Senior Engineering Technician positions are eliminated due to budget constraints	-72,700
An Engineer position transfers from Street Lighting	56,100
Reduce allocation for overtime	-20,300
Eliminate part time intern positions	-12,800
Productivity improvements result in savings	-5,400

ADMINISTRATION

This activity manages the Bureau and provides technical support for City projects, including planning, coordination, and implementation of capital projects. Administrative tasks include monitoring and implementation of Neighbors Building Neighborhoods action steps assigned to the Bureau, and the development of measures to chart performance trends for the City's quality initiatives.

DEVELOPMENT – R2010 Campaign #6 - Economic Vitality

This activity plans, implements, and provides technical support for City Capital projects, including design, coordination, and management of projects.

Performance Indicators	<u>Actual 2002-03</u>	<u>Estimated 2003-04</u>	<u>Budget 2003-04</u>	<u>Budget 2004-05</u>
WORKLOAD				
Projects designed (\$000,000):				
● In-house	.17	.61	.50	.30
● Consultant	9.84	10.30	11.00	11.90

CONSTRUCTION – R2010 Campaign #7 - Quality Service

Construction inspects and administers construction activities funded by the City. This includes monitoring construction progress, coordinating traffic movement around street related projects, and preparing and processing project cost estimates.

Performance Indicators	<u>Actual 2002-03</u>	<u>Estimated 2003-04</u>	<u>Budget 2003-04</u>	<u>Budget 2004-05</u>
DEMAND				
Total contracts	31	43	42	31
Value of projects to be inspected (\$000,000)	25.31	35.61	43.80	27.35
WORKLOAD				
Contracts inspected:				
● In-house	9	11	9	8
● Consultant	14	31	33	13
Value of projects inspected (\$000,000):				
● In-house	3.98	3.26	3.80	3.65
● Consultant	21.32	32.35	40.00	23.70

MAPS & SURVEYS – R2010 Campaign #7 - Quality Service

This activity maintains the Official City Map, records deeds of property transferred in the City, notifies the Assessor of ownership changes, reviews subdivision requests, assigns street numbers to new buildings, reproduces documents, maps, and construction plans for City departments, maintains the City's survey monuments, and makes necessary surveys.

DEPARTMENT OF ENVIRONMENTAL SERVICES
BUREAU OF ARCHITECTURE & ENGINEERING

7-15

Performance Indicators	<u>Actual 2002-03</u>	<u>Estimated 2003-04</u>	<u>Budget 2003-04</u>	<u>Budget 2004-05</u>
DEMAND				
Property parcels in City	67,364	67,249	67,300	67,300
Street miles (centerline)	539	539	539	539
City survey monuments	5,850	5,900	5,820	5,820
Property line miles (Upland)	75	75	75	75
WORKLOAD				
Miles of topographic street surveys	5.32	4.70	4.70	3.50
Monuments recentered through construction	51	60	55	55
Monuments maintained	741	850	800	800
Official map changes made	157	200	170	200
Deeds processed	6,667	7,200	6,900	7,000
Subdivision requests reviewed	120	90	110	100
Non-street surveys completed	11	25	20	18

PERMIT OFFICE – R2010 Campaign #3 - Health, Safety & Responsibility

The Permit Office issues permits for construction work in the right-of-way. This work includes street openings, trenching, driveway construction, new water services and renewals, water abandonments, and use of hydrants and barricades. The office reviews and processes permit applications, reviews letters of credit, reviews liability insurance certificates, investigates public complaints, inspects sites for which permits have been issued, tests street restorations (utility cuts) for compliance with standards and specifications, and prepares Notice and Orders resulting from code violations.

Performance Indicators	<u>Actual 2002-03</u>	<u>Estimated 2003-04</u>	<u>Budget 2003-04</u>	<u>Budget 2004-05</u>
DEMAND				
Permit applications received	1,552	1,450	1,400	1,450
WORKLOAD				
Permits issued	1,534	1,400	1,300	1,400
Permit inspections performed	2,446	2,300	2,150	2,300
Site inspections in response to inquiries	410	400	400	400
Notice and Orders issued	166	135	125	125
Street restorations tested for compliance	86	70	70	70
Official Map Amendments	5	10	13	10
RESULTS				
Percent of tested street restorations in compliance with standards and specifications	81	77	77	77

STREET DESIGN – R2010 Campaign #7 - Quality Service

Street Design plans and implements the City's Street Improvement Program. It inspects streets, updates the Street Inventory System and designs improvements such as street resurfacing and reconstruction, asphalt removal, and curb replacement. The unit reviews and acts upon the recommendations of consulting engineers, investigates citizen complaints, and provides technical support to the Administration activity. It also inspects hazardous sidewalks and designs replacements.

**DEPARTMENT OF ENVIRONMENTAL SERVICES
BUREAU OF ARCHITECTURE & ENGINEERING
EXPENDITURE SUMMARY**

Performance Indicators	<u>Actual 2002-03</u>	<u>Estimated 2003-04</u>	<u>Budget 2003-04</u>	<u>Budget 2004-05</u>
DEMAND				
Street length (in centerline miles):				
● Arterial streets	95	95	95	95
● Collector streets	46	46	46	46
● Residential streets	<u>398</u>	<u>398</u>	<u>398</u>	<u>398</u>
Total:	539	539	539	539
Sidewalks (000,000 sq. ft.)	33.2	33.2	33.2	33.2
WORKLOAD				
Miles of street resurfacing design/investigation performed	5.90	6.51	5.10	6.50
Miles of street improvements designed:				
● In-house	6.22	5.83	1.88	1.75
● Consultants	4.22	4.90	1.96	2.50
Value of street improvement projects designed (\$000,000):				
● In-house	5.02	6.06	3.50	3.75
● Consultants	14.79	11.90	8.85	7.50
Sidewalks investigated (000,000 sq. ft.)	14.63	9.79	9.31	9.80
RESULTS				
Centerline miles resurfaced (%)	1.10	1.21	0.95	1.21
Sidewalk improved (000,000 sq. ft.)	0.26	0.19	0.18	0.19

ARCHITECTURAL SERVICES – R2010 Campaign #7 - Quality Service

Architectural Services plans and executes the City's building renovation program, reviews requests for building-related construction projects, inspects and prepares reports on project requests, designs building construction and renovation projects, and provides technical support to consultants involved in the design of City projects.

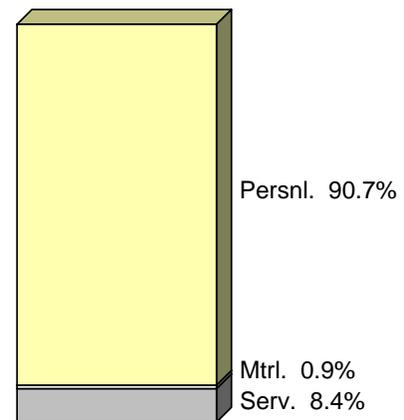
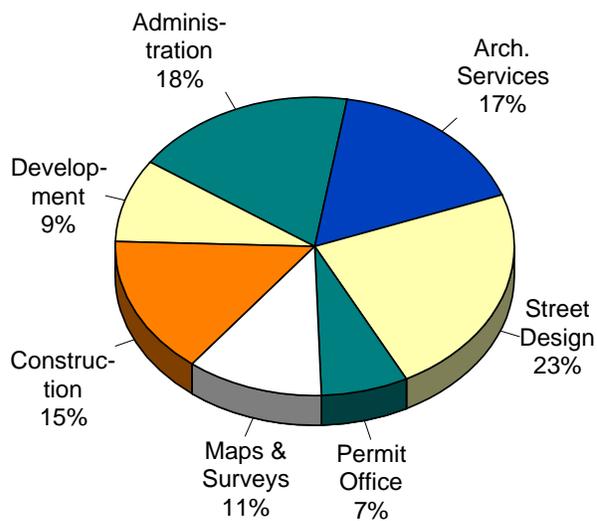
Performance Indicators	<u>Actual 2002-03</u>	<u>Estimated 2003-04</u>	<u>Budget 2003-04</u>	<u>Budget 2004-05</u>
DEMAND				
City building inventory	186	185	185	185
Facilities in building renovation program	159	160	158	160
Municipal parking garages	9	8	9	8
WORKLOAD				
Technical surveys and reports	12	13	15	13
Projects designed:				
● In-house	33	28	23	16
● Consultant	9	10	7	5
Construction contracts administered:				
● In-house	63	49	29	27
● Consultant	16	20	19	13
Value of projects designed (\$000,000):				
● In-house	1.65	1.60	1.21	1.60
● Consultant	1.90	5.00	4.40	4.40
Value of construction contracts administered (\$000,000)				
● In-house	1.77	2.21	1.37	1.40
● Consultant	1.53	1.84	3.92	3.92
Building surveys conducted	76.00	71.00	82.00	59.00

DEPARTMENT OF ENVIRONMENTAL SERVICES
BUREAU OF ARCHITECTURE & ENGINEERING
EXPENDITURE SUMMARY

Appropriation by Major Object	<u>Actual 2002-03</u>	<u>Estimated 2003-04</u>	<u>Amended 2003-04</u>	<u>Approved 2004-05</u>
Personnel Expenses	3,360,514	3,466,900	3,495,600	3,558,300
Materials & Supplies	37,578	37,400	39,100	36,500
Services	255,864	357,600	357,600	329,500
Other	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	3,653,956	3,861,900	3,892,300	3,924,300

Appropriation by Activity	<u>Actual 2002-03</u>	<u>Estimated 2003-04</u>	<u>Amended 2003-04</u>	<u>Approved 2004-05</u>
Administration	556,898	691,900	694,700	710,600
Development	329,066	355,700	370,500	349,700
Construction	612,024	597,300	594,600	602,400
Maps and Surveys	400,971	423,600	422,500	415,700
Permit Office	252,523	270,200	268,400	266,700
Street Design	867,195	874,100	900,500	910,700
Architectural Services	<u>635,279</u>	<u>649,100</u>	<u>641,100</u>	<u>668,500</u>
Total	3,653,956	3,861,900	3,892,300	3,924,300

Employee Years by Activity	<u>Actual 2002-03</u>	<u>Estimated 2003-04</u>	<u>Amended 2003-04</u>	<u>Approved 2004-05</u>
Administration	6.0	6.0	6.1	6.2
Development	6.3	6.7	6.7	5.7
Construction	8.8	10.6	10.7	10.5
Maps and Surveys	7.9	8.8	8.8	8.7
Permit Office	5.9	6.0	6.0	5.8
Street Design	16.9	17.8	17.8	17.5
Architectural Services	<u>12.0</u>	<u>12.7</u>	<u>12.7</u>	<u>12.6</u>
Total	63.8	68.6	68.8	67.0



**DEPARTMENT OF ENVIRONMENTAL SERVICES
BUREAU OF ARCHITECTURE & ENGINEERING
PERSONNEL SUMMARY**

FULL TIME POSITIONS				Administration	Development	Construction	Maps & Surveys	Permit Office	Street Design	Architectural Services
Br.	Title	Budget 2003-04	Approved 2004-05							
35	City Engineer	1	1	1						
32	Manager Special Projects	1	1		1					
32	Managing Architect	1	1							1
32	Managing Engineer-Construction	1	1			1				
32	Managing Engineer-Street Design	1	1						1	
29	Senior Engineer-Street Design	1	1						1	
29	Senior Landscape Architect	1	1		1					
29	Senior Structural Engineer/Bridges	1	1		1					
28	Manager of Maps & Surveys	1	1				1			
27	Senior Architect	2	2							2
27	Transportation Specialist	1	1	1						
26	Associate Administrative Analyst	1	1	1						
26	Engineer III	4	4			3			1	
24	Architect	2	2							2
24	Engineer II	3	4						4	
24	Field Surveyor	1	1				1			
24	Permit Coordinator	1	1					1		
24	Senior Administrative Analyst	3	3	0.5	0.5				1	1
21	Assistant Architect	3	3							3
21	Assistant Landscape Architect	1	1		1					
21	Engineer I	5	5			2			3	
21	Supervisor of Mapping	1	1				1			
21	Supv. Engineering Technician	3	3			1			2	
18	Assistant Field Surveyor	1	1				1			
18	Junior Architect	1	1							1
18	Principal Engineering Technician	4	4			2	1	1		
15	Architectural Drafter	1	1							1
15	Senior Engineering Technician	6	5					3	2	
15	Senior Engineering Technician/Structural	1	0							
15	Senior Landscape Technician	1	1		1					
15	Senior Survey Technician	3	3				3			
13	Administrative Secretary	1	1	1						
12	Engineering Technician	2	2						2	
11	Secretary	1	1							1
9	Clerk II	1	1				1			
9	Clerk II with Typing	4	4	0.5	0.5			1	1	1
9	Clerk II with Typing Bilingual	1	1			1				
8	Senior Stenographer	1	1	1						
EMPLOYEE YEARS										
	Full Time	69.0	68.0	6.0	6.0	10.0	9.0	6.0	18.0	13.0
	Overtime	1.9	1.2	0.0	0.0	1.0	0.1	0.0	0.0	0.1
	Part Time, Temporary, Seasonal	1.1	1.0	0.5	0.0	0.0	0.0	0.1	0.3	0.1
	Less: Vacancy Allowance	3.2	3.2	0.3	0.3	0.5	0.4	0.3	0.8	0.6
	Total	68.8	67.0	6.2	5.7	10.5	8.7	5.8	17.5	12.6

DEPARTMENT OF ENVIRONMENTAL SERVICES
BUREAU OF OPERATIONS

7-19

The Bureau of Operations is comprised of five units. The Director's Office is responsible for Bureau administration and maintenance of the Downtown Services District. Refuse is collected from residential and commercial customers by the Solid Waste Collection Division. The Special Services Division removes snow and ice from streets and sidewalks, maintains vacant lots, sweeps streets, collects leaves, and removes graffiti. The Street Maintenance Division conducts a surface treatment program on City streets, restores Bureau of Water & Lighting utility cuts, and repairs potholes, bridges, guardrails, and sidewalks. City-owned buildings are maintained and repaired by the Building Services Division.

The 2004-05 work plan includes the following:

Objective	R2010 Campaigns Supported	Projected Completion
Initiate marketing program in recycling function to promote increased participation	#4 - Environmental Stewardship	First Quarter
Complete city-wide toter replacement program	#7 - Quality Service	Second Quarter

Year-to-Year Comparison

	<u>2003-04</u>	<u>2004-05</u>	<u>Change</u>
Budget	33,016,500	34,400,100	1,383,600
Employee Years	378.6	371.2	-7.4

Change Detail

<u>Salary & Wage Adjustment</u>	<u>General Inflation</u>	<u>Chargebacks</u>	<u>Vacancy Allowance</u>	<u>Miscellaneous</u>	<u>Major Change</u>	<u>Total</u>
410,000	98,200	680,100	0	600	184,200	1,373,100

Major Change

As proposed by the Mayor:

In lieu of depreciation increases in anticipation of replacement of refuse packers	410,500
Based on projected tonnage, increased funding is provided for additional refuse disposal	253,000
Net effect of personnel changes	-250,800
Energy cost savings results from incentives from New York Power Authority and increased building efficiencies	-230,000
A reduction in overtime expense results from more efficient scheduling of weekend and holiday coverage in the snow and ice control activities	-84,400
Increase allocations for maintenance agreements	84,000
Eliminate funding for Highway Beautification Program	-50,000
Increase allocations in Solid Waste to fund refurbishing rearload containers and advertising in Recycling function regarding expanded recycling items	43,900
Increase allocation for contract services	8,000

As amended by City Council:

Funding restored for neighborhood events	10,500
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**DEPARTMENT OF ENVIRONMENTAL SERVICES
OPERATIONS – DIRECTOR'S OFFICE**

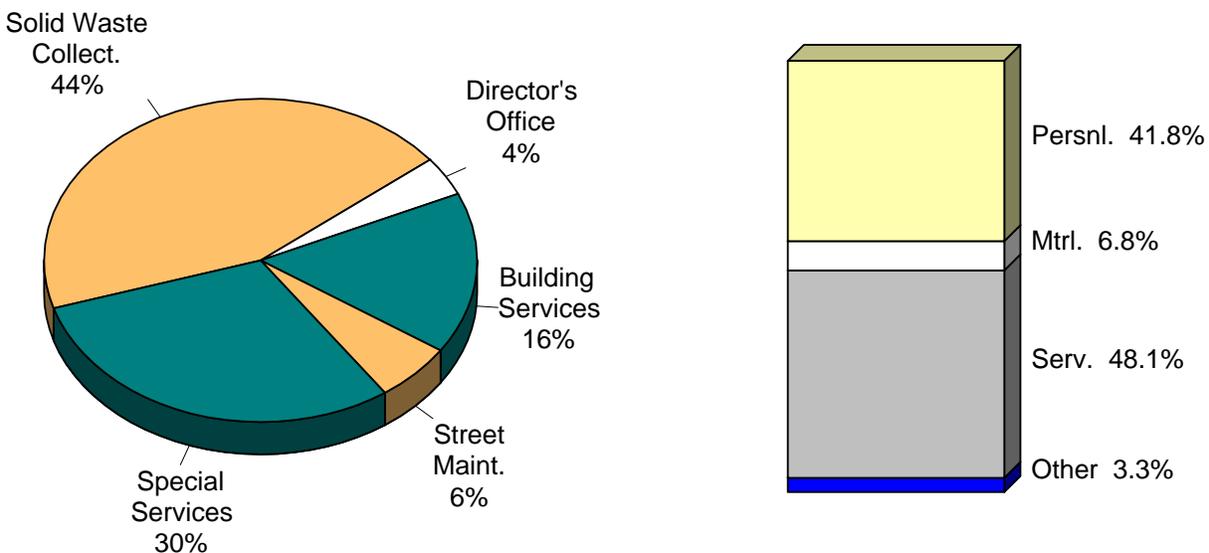
	Actual <u>2002-03</u>	Estimated <u>2003-04</u>	Amended <u>2003-04</u>	Approved <u>2004-05</u>
Appropriation by Major Object				
Personnel Expenses	14,201,085	14,418,300	14,531,200	14,643,900
Materials & Supplies	2,331,435	2,123,800	2,324,600	2,372,900
Services	16,482,454	16,103,900	15,984,200	16,808,800
Other	<u>0</u>	<u>760,100</u>	<u>760,100</u>	<u>1,165,900</u>
Total	33,014,974	33,406,100	33,600,100	34,991,500
Less: Intrafund Credit*	<u>655,658</u>	<u>583,600</u>	<u>583,600</u>	<u>591,400</u>
Total	32,359,316	32,822,500	33,016,500	34,400,100

Appropriation by Activity

Director's Office	805,631	882,600	883,900	898,300
Solid Waste Collection	14,457,765	14,886,100	14,543,900	15,536,200
Special Services	10,158,017	10,035,900	10,303,000	10,568,600
Street Maintenance	1,921,591	2,137,700	2,090,200	2,243,900
Building Services	<u>5,671,970</u>	<u>5,463,800</u>	<u>5,779,100</u>	<u>5,744,500</u>
Total	33,014,974	33,406,100	33,600,100	34,991,500
Less: Intrafund Credit*	<u>655,658</u>	<u>583,600</u>	<u>583,600</u>	<u>591,400</u>
Total	32,359,316	32,822,500	33,016,500	34,400,100

Employee Years by Activity

Director's Office	15.8	16.7	16.5	16.5
Solid Waste Collection	134.1	129.7	132.2	130.2
Special Services	121.5	118.7	118.8	114.3
Street Maintenance	38.3	38.6	37.7	37.7
Building Services	<u>76.7</u>	<u>72.6</u>	<u>73.4</u>	<u>72.5</u>
Total	386.3	376.3	378.6	371.2



The Director's Office is responsible for Bureau administration and Downtown District Services.

Year-to-Year Comparison

	<u>2003-04</u>	<u>2004-05</u>	<u>Change</u>
Budget	883,900	898,300	14,400
Employee Years	16.5	16.5	0.0

Change Detail

<u>Salary & Wage Adjustment</u>	<u>General Inflation</u>	<u>Chargebacks</u>	<u>Vacancy Allowance</u>	<u>Miscellaneous</u>	<u>Major Change</u>	<u>Total</u>
15,800	2,800	3,500	0	-7,700	0	14,400

ADMINISTRATION

Administration manages the Bureau of Operations and provides staff support for the operating divisions.

DOWNTOWN DISTRICT SERVICES – R2010 Campaign #10 - Center City

This activity maintains downtown walks, streets, and other public facilities including those within the Downtown Enhancement District. While basic services are provided to this area as part of the City-wide environmental services program, the Downtown Enhancement District receives services above this level. It pays for them through a special assessment charge in addition to regular tax and service charges levied on the properties. In return for this additional payment, District members receive special services including landscaping, litter cleanup, repair of benches and other amenities, graffiti removal, and holiday decorations.

Performance Indicators

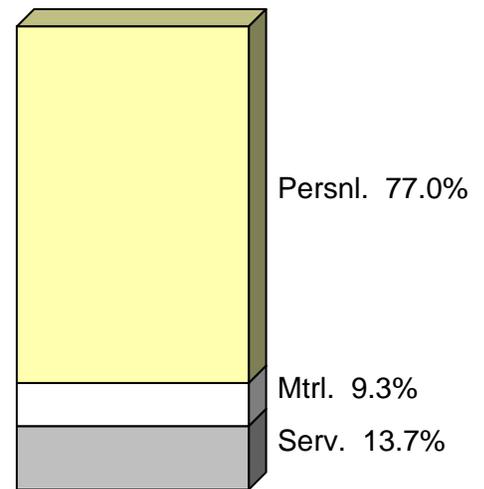
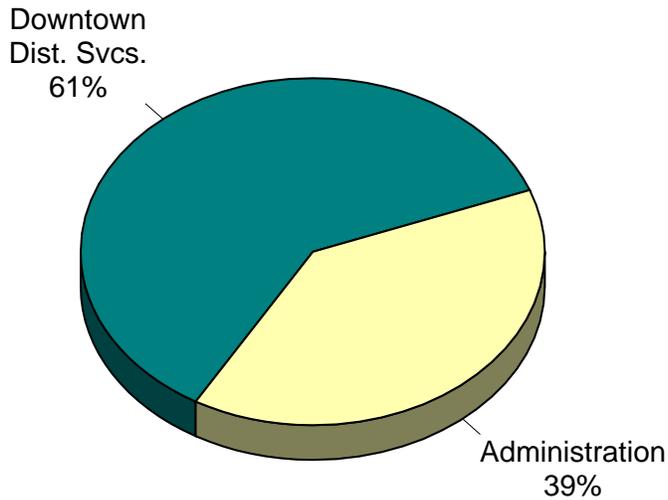
	<u>Actual 2002-03</u>	<u>Estimated 2003-04</u>	<u>Budget 2003-04</u>	<u>Budget 2004-05</u>
DEMAND				
Bus shelters	16	16	16	16
Litter containers	100	100	100	100
Benches	105	105	105	105
Sidewalk pavers (sq. ft.)	155,000	155,000	155,000	155,000
Trees	1,120	1,120	1,120	1,120
Planters	185	185	185	185
Mall planters	8	8	8	8
Precast ashtrays	70	70	70	70
WORKLOAD				
Twice daily:				
● Litter containers emptied	100	100	100	100
Daily:				
● Precast ashtrays emptied	70	70	70	70
● Benches cleaned	105	105	105	105
● Sidewalk pavers swept (sq. ft.)	155,000	155,000	155,000	155,000
● Tree pits cleaned (Zone I)	124	124	124	124
Twice weekly:				
● Sidewalk pavers washed (sq. ft.)	155,000	155,000	155,000	155,000
● Planters cleaned and watered	185	185	185	185
Weekly:				
● Bus shelters washed	16	16	16	16
● Trees watered (Zone I)	124	124	124	124
Annually:				

DEPARTMENT OF ENVIRONMENTAL SERVICES
OPERATIONS – DIRECTOR'S OFFICE

Performance Indicators	Actual <u>2002-03</u>	Estimated <u>2003-04</u>	Budget <u>2003-04</u>	Budget <u>2004-05</u>
● Tree pits cleaned (Zone II & remainder of Central Business District)	933	933	933	933
Loose sidewalk pavers reset (est.)	2,300	2,500	2,500	2,500
Flower bulbs and annuals planted	26,000	26,000	26,000	26,000
Banners installed	900	900	900	900
Holiday decorations installed	466	466	466	466

DEPARTMENT OF ENVIRONMENTAL SERVICES
 OPERATIONS – DIRECTOR'S OFFICE
 EXPENDITURE SUMMARY

	<u>Actual</u> <u>2002-03</u>	<u>Estimated</u> <u>2003-04</u>	<u>Amended</u> <u>2003-04</u>	<u>Approved</u> <u>2004-05</u>
Appropriation by Major Object				
Personnel Expenses	632,611	681,200	675,500	691,300
Materials & Supplies	66,808	86,800	87,900	83,500
Services	106,212	114,600	120,500	123,500
Other	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	805,631	882,600	883,900	898,300
Appropriation by Activity				
Administration	323,020	346,100	337,000	347,100
Downtown District Services	<u>482,611</u>	<u>536,500</u>	<u>546,900</u>	<u>551,200</u>
Total	805,631	882,600	883,900	898,300
Employee Years by Activity				
Administration	4.0	4.1	4.0	4.0
Downtown District Services	<u>11.7</u>	<u>12.6</u>	<u>12.5</u>	<u>12.5</u>
Total	15.8	16.7	16.5	16.5



DEPARTMENT OF ENVIRONMENTAL SERVICES
OPERATIONS – DIRECTOR'S OFFICE
PERSONNEL SUMMARY

FULL TIME POSITIONS				Administration	Downtown District Services
Br.	Title	Budget 2003-04	Approved 2004-05		
35	Director of Operations	1	1	1	
31	Assistant Director of Operations	1	1	1	
24	Sr. Administrative Analyst	1	1	1	
23	Asst. Operations Superintendent	1	1		1
13	Administrative Secretary	1	1	1	
62	Senior Operations Worker	1	1		1
56	Grounds Equipment Operator	5	5		5
41	Operations Worker	1	1		1
EMPLOYEE YEARS					
	Full Time	12.0	12.0	4.0	8.0
	Overtime	1.5	1.5	0.0	1.5
	Part Time, Temporary, Seasonal	3.0	3.0	0.0	3.0
	Less: Vacancy Allowance	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>
	Total	16.5	16.5	4.0	12.5

DEPARTMENT OF ENVIRONMENTAL SERVICES
OPERATIONS – SOLID WASTE COLLECTION DIVISION

7-25

The Solid Waste Collection Division collects refuse and recycles selected materials for residential and commercial customers. Funding for the refuse disposal agreement with Monroe County is included in this Division.

Year-to-Year Comparison

	<u>2003-04</u>	<u>2004-05</u>	<u>Change</u>
Budget	14,543,900	15,536,200	992,300
Employee Years	132.2	130.2	-2.0

Change Detail

<u>Salary & Wage Adjustment</u>	<u>General Inflation</u>	<u>Chargebacks</u>	<u>Vacancy Allowance</u>	<u>Miscellaneous</u>	<u>Major Change</u>	<u>Total</u>
143,900	10,500	236,100	0	-600	602,400	992,300

Major Change

In lieu of depreciation increases in anticipation of replacement of refuse packers	410,500
Based on projected tonnage, increased funding is provided for additional refuse disposal	253,000
Eliminate four vacant full time positions in residential refuse collection due to route consolidation	-167,800
Addition of a Safety Specialist to reduce future worker compensation costs	47,300
Add funding in commercial refuse collection to refurbish rearload containers	26,900
Increase in advertising expense to promote recycling program	17,000
Increase allocation for contract services	8,000
Addition of part time Code Enforcement Inspector shared with Special Services	7,500

ADMINISTRATION

Administration manages the Division and provides staff support for the field activities. Funding is included in this unit for the "Greta" program, an educational effort designed to increase the awareness of youth to problems of litter and graffiti and to encourage recycling and waste reduction. The unit also licenses commercial refuse haulers who operate within the boundaries of the City.

RESIDENTIAL REFUSE COLLECTION – R2010 Campaign #4 - Environmental Stewardship

Refuse is collected once a week from residential properties with three or less family units. Residential customers receive curbside service for regular refuse and bulk items.

Performance Indicators	<u>Actual 2002-03</u>	<u>Estimated 2003-04</u>	<u>Budget 2003-04</u>	<u>Budget 2004-05</u>
DEMAND				
Residential accounts	52,766	52,673	52,550	52,350
WORKLOAD				
Tons collected and disposed	100,769	110,000	101,300	108,600
EFFICIENCY				
Cost per ton disposed (\$)*	101.33	96.46	99.43	97.82

*Includes Operational and Undistributed expenses for this activity. Capital funds are not included.

**DEPARTMENT OF ENVIRONMENTAL SERVICES
OPERATIONS – SOLID WASTE COLLECTION DIVISION**

COMMERCIAL REFUSE COLLECTION – R2010 Campaign #4 - Environmental Stewardship

Commercial Refuse Collection provides service to commercial, retail, and food service establishments, City School District facilities, several County operated facilities, and residential properties with four or more units. Rates charged vary with the frequency and volume of collections. Commercial customers may choose either the City or other licensed, private refuse haulers to provide their refuse collection service.

Performance Indicators	<u>Actual 2002-03</u>	<u>Estimated 2003-04</u>	<u>Budget 2003-04</u>	<u>Budget 2004-05</u>
DEMAND				
Commercial accounts	2,730	2,690	2,750	2,700
WORKLOAD				
Collections per week	3,120	3,100	3,150	3,100
Refuse collected and disposed (tons)	16,508	16,000	18,800	17,000
EFFICIENCY				
Cost per ton disposed (\$)*	154.11	161.06	141.35	163.52

*Includes Operational and Undistributed expense for this activity. Capital funds are not included.

RECYCLING – R2010 Campaign #4 - Environmental Stewardship

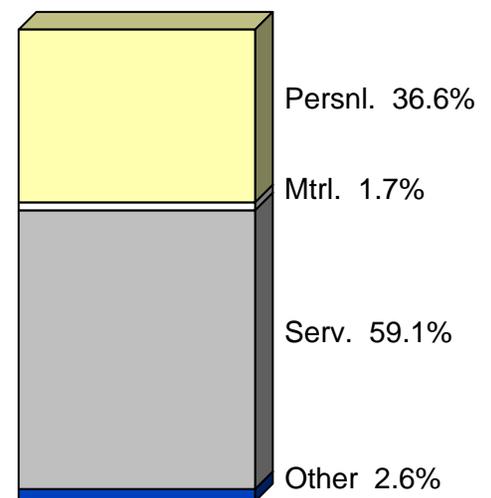
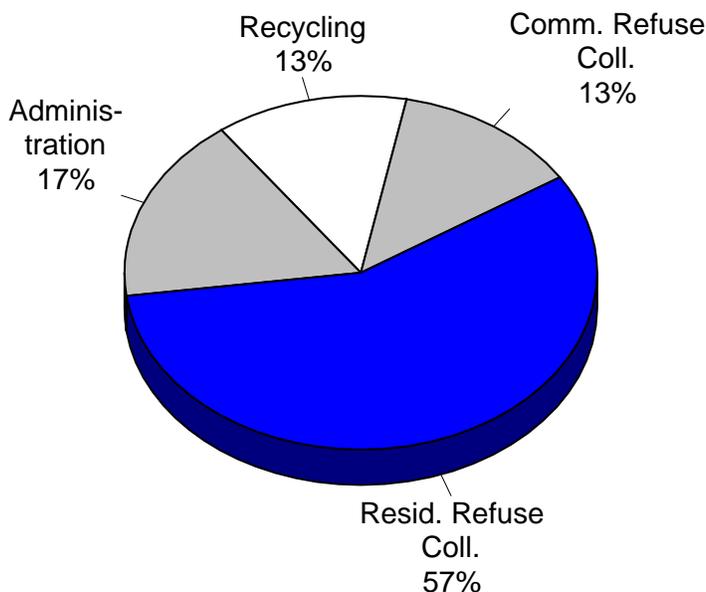
Residential and commercial customers place certain recyclable materials at curbside for collection by this unit. These materials include: newsprint, paperboard, junk mail, high and low grade paper, magazines, corrugated cardboard, glass and metal containers, plastic containers with the plastic container code 1 or 2 stamped on the bottom, “gable-top” cartons, drink boxes, empty aerosol cans, and appliances. In addition, the unit separately collects discarded tires from residential and commercial customers. The activity administers the Materials Give Back program, which returns recycled materials and products to the public at no charge.

Performance Indicators	<u>Actual 2002-03</u>	<u>Estimated 2003-04</u>	<u>Budget 2003-04</u>	<u>Budget 2004-05</u>
DEMAND				
Residential & commercial accounts	55,496	55,363	55,300	55,050
WORKLOAD				
Material collected (tons):				
● Mixed recyclables (paper & containers)	8,452	8,810	9,800	9,800
● High grade paper	370	345	530	500
● White goods (appliances)	1,030	840	1,050	1,050
● Corrugated cardboard	1,021	1,060	1,200	1,200
● Leaf compost	368	500	800	700
● Wood chips & firewood	2,936	5,265	2,700	2,900
● Used tires	1,451	1,450	1,450	1,450
Material collected and recycled (tons)	15,628	18,270	17,530	17,600
Stone chips in “Give Back” program (tons)*	50	1,200	1,200	1,200
Total material recycled (tons)	15,678	19,470	18,730	18,800
RESULTS				
Estimated disposal expense avoided, excluding stone chips (\$)	781,400	840,400	806,400	809,600

*Stone chips collected as part of street maintenance activities are returned to the public through the Materials Give Back program that is administered by the Recycling activity; in 2002-03 Chip Seal was eliminated reducing stone chip “give back” that year.

DEPARTMENT OF ENVIRONMENTAL SERVICES
 OPERATIONS – SOLID WASTE COLLECTION DIVISION
 EXPENDITURE SUMMARY

	Actual 2002-03	Estimated 2003-04	Amended 2003-04	Approved 2004-05
Appropriation by Major Object				
Personnel Expenses	5,426,176	5,508,800	5,620,600	5,678,600
Materials & Supplies	196,155	237,800	252,100	257,100
Services	8,835,434	9,139,500	8,671,200	9,190,000
Other	0	0	0	410,500
Total	<u>14,457,765</u>	<u>14,886,100</u>	<u>14,543,900</u>	<u>15,536,200</u>
Appropriation by Activity				
Administration	2,055,082	2,304,600	2,192,100	2,638,700
Residential Refuse Collection	8,700,910	8,803,700	8,430,000	8,821,300
Commercial Refuse Collection	1,990,267	1,942,500	2,082,000	2,087,000
Recycling	<u>1,711,506</u>	<u>1,835,300</u>	<u>1,839,800</u>	<u>1,989,200</u>
Total	<u>14,457,765</u>	<u>14,886,100</u>	<u>14,543,900</u>	<u>15,536,200</u>
Employee Years by Activity				
Administration	12.8	11.3	12.0	13.2
Residential Refuse Collection	65.6	63.5	63.9	59.8
Commercial Refuse Collection	22.1	21.2	22.5	23.2
Recycling	<u>33.6</u>	<u>33.7</u>	<u>33.8</u>	<u>34.0</u>
Total	<u>134.1</u>	<u>129.7</u>	<u>132.2</u>	<u>130.2</u>



DEPARTMENT OF ENVIRONMENTAL SERVICES
OPERATIONS – SOLID WASTE COLLECTION DIVISION
PERSONNEL SUMMARY

FULL TIME POSITIONS				Administration	Residential Refuse Collection	Commercial Refuse Collection	Recycling
Br.	Title	Budget 2003-04	Approved 2004-05				
30	Refuse Operations Manager	1	1	1			
25	Operations Superintendent	1	1	1			
23	Asst. Operations Superintendent	4	4		3		1
23	Commercial Accounts Rep.	1	1			1	
23	Safety Specialist	0	1	1			
18	Municipal Assistant	2	2	1			1
16	Administrative Assistant	1	1	1			
16	Fleet Maintenance Technician	1	1	1			
9	Clerk II	2	2	2			
69	Environmental Services Operator I	103	99		50	20	29
69	Envir. Services Operator I - 6 Day	1	1		1		
65	Sr. Maintenance Mechanic/Welder	1	1	1			
64	Dispatcher	1.5	1.5	1.5			
59	Heavy Equipment Aide	2	2	2			
EMPLOYEE YEARS							
Full Time		121.5	118.5	12.5	54.0	21.0	31.0
Overtime		12.6	12.7	0.7	6.6	1.9	3.5
Part Time, Temporary, Seasonal		0.0	0.8	0.2	0.0	0.6	0.0
Less: Vacancy Allowance		<u>1.9</u>	<u>1.8</u>	<u>0.2</u>	<u>0.8</u>	<u>0.3</u>	<u>0.5</u>
Total		132.2	130.2	13.2	59.8	23.2	34.0

The Special Services Division provides essential cleaning and maintenance services. Throughout the year, the Division maintains vacant lots, sweeps residential and arterial streets, performs emergency cleanups, removes graffiti, and prepares and restores public areas for civic events. This unit is responsible for curbside loose leaf collection in the fall. In the winter months, Special Services provides snow and ice control.

Year-to-Year Comparison

	<u>2003-04</u>	<u>2004-05</u>	<u>Change</u>
Budget	10,303,000	10,558,100	255,100
Employee Years	118.8	114.0	-4.8

Change Detail

<u>Salary & Wage Adjustment</u>	<u>General Inflation</u>	<u>Chargebacks</u>	<u>Vacancy Allowance</u>	<u>Miscellaneous</u>	<u>Major Change</u>	<u>Total</u>
121,500	51,700	297,500	0	6,100	-221,700	255,100

Major Change

As proposed by the Mayor:

A reduction in overtime expense results from more efficient scheduling of weekend and holiday coverage in the snow and ice control activities	-84,400
Reduction in seasonal positions in Work Orders unit	-80,100
Eliminate funding for Highway Beautification Program	-50,000
Eliminate vacant full time Service Truck Code Coordinator position and replace with part time Code Enforcement Inspector shared with Solid Waste	-7,200

As amended by City Council:

Funds restored for neighborhood events	10,500
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ADMINISTRATION

Administration supervises field operations, and plans and coordinates the Division's annual work plan.

SERVICE TRUCK – R2010 Campaign #9 - Healthy Urban Neighborhoods

The Service Truck performs emergency cleanup work. The unit removes debris resulting from automobile accidents, removes dead animals, and clears fallen tree branches from the public right-of-way. It places barricades at emergency scenes and severe potholes, and provides miscellaneous services as required.

DISPATCH

Dispatch monitors the location and activity of field personnel via two-way radio. During snow removal operations the unit oversees the contracted sidewalk and roadway snow plowing operations.

CENTER CITY CLEANING – R2010 Campaign #10 - Center City

This activity sweeps and flushes 40 curb miles of streets, cleans sidewalks, and removes litter from areas within the Inner Loop every morning during the Spring, Summer, and Fall. Additional sweeping and litter collection is done during the day.

DEPARTMENT OF ENVIRONMENTAL SERVICES
OPERATIONS – SPECIAL SERVICES DIVISION

LOTS & YARDS CLEANING – R2010 Campaign #9 - Healthy Urban Neighborhoods

This activity maintains vacant lots, yards belonging to vacant City-owned buildings, grounds of certain municipal facilities, alleys, and underpasses. Most of the work is performed by City crews; the remainder is done by community groups participating in the Adopt-A-Lot and Adopt-A-Block programs.

Program Change

Elimination of Highway Beautification program reduces maintenance to I-490 gateway.

Performance Indicators	<u>Actual 2002-03</u>	<u>Estimated 2003-04</u>	<u>Budget 2003-04</u>	<u>Budget 2004-05</u>
DEMAND				
Units requiring maintenance:				
● City-owned vacant properties (lots and lots with structures)	1,886	2,435	2,211	2,500
● Alleys	81	81	81	81
● Underpasses	42	42	42	42
WORKLOAD				
Properties maintained by:				
● City crews	1,364	2,000	1,686	2,040
● Community groups	<u>522</u>	<u>435</u>	<u>525</u>	<u>460</u>
Total lots maintained	1,886	2,435	2,211	2,500
Cuttings/cleanings conducted by City crews				
Alley cleanings	8,263	9,500	9,500	9,500
Underpass cleanings	582	600	500	500
	205	250	300	300

RESIDENTIAL AND ARTERIAL SWEEPING – R2010 Campaign #4 - Environmental Stewardship

This activity sweeps and flushes residential streets every other week and arterial streets twice a week in season.

Performance Indicators	<u>Actual 2002-03</u>	<u>Estimated 2003-04</u>	<u>Budget 2003-04</u>	<u>Budget 2004-05</u>
DEMAND				
Curb miles:				
● Residential streets	781	781	781	781
● Arterial streets	277	277	277	277
WORKLOAD				
Curb miles swept per day:				
● Residential streets	117.2	101.5	137.5	121.5
● Arterial streets	128.1	117.6	127.4	127.4
RESULTS				
Percent of residential routes completed on schedule:				
● Residential streets	75.0	65.0	88.0	90.0
● Arterial streets	92.5	85.0	92.0	92.0

WORK ORDERS & CIVIC EVENTS – R2010 Campaign #9 - Healthy Urban Neighborhoods

This activity performs services at the request of other City departments. Upon notice from the Department of Community Development and Neighborhood Empowerment Teams (NET), privately owned lots and yards are cleaned (owners are charged for these services), vacant lots are posted, and graffiti is removed from structures located on private property. At the request of Special Events, in the Department of Parks,

Recreation and Human Services, litter containers, fencing, and barricades are placed and collected for festivals, parades, block parties, and other events. Cleanup services for these functions and other special cleaning services, including graffiti removal from the public right-of-way, are provided. The unit administers the Adopt-A-Block and Adopt-A-Lot programs.

Performance Indicators	<u>Actual 2002-03</u>	<u>Estimated 2003-04</u>	<u>Budget 2003-04</u>	<u>Budget 2004-05</u>
DEMAND				
Work orders received	1,902	2,000	2,000	2,000
Civic events requiring service:				
● Parades	16	16	16	16
● Other major events	100	80	70	70
● Neighborhood events	60	70	90	90
WORKLOAD				
Work orders completed	1,847	2,000	2,000	1,790
Adopt-a-Block areas monitored	32	31	28	31
Civic events serviced:				
● Parades	16	16	16	16
● Other major events	100	80	70	70
● Neighborhood events	60	70	90	90

LEAF COLLECTION – R2010 Campaign #4 - Environmental Stewardship

This activity is responsible for loose leaf collection in the Fall. During specific weeks, residents may rake loose leaves to the curb for a scheduled one-time pickup by City crews.

SNOW & ICE CONTROL – R2010 Campaign #4 - Environmental Stewardship

The Snow and Ice Control activity promotes safe vehicular and pedestrian travel during the winter. Roadways and sidewalks are plowed, and sodium chloride with deicing chemicals is spread on main and arterial road surfaces to control ice. City crews plow major and minor arterial streets. Most residential streets and sidewalk routes are plowed by private contractors whose work is inspected by this unit. City personnel augment and substitute for contracted work as required. Funds are also included for loading and hauling of snow as well as other labor intensive work to clear the right-of-way and other public areas when needed.

Performance Indicators	<u>Actual 2002-03</u>	<u>Estimated 2003-04</u>	<u>Budget 2003-04</u>	<u>Budget 2004-05</u>
DEMAND				
Snowfall (inches)	135.2	120.5	99.0	99.0
Lane miles of roadway salted	799.4	799.4	799.4	799.4
Lane miles of roadway plowed by City crews	676.4	676.4	676.4	676.4
Lane miles of roadway plowed by contractor	925.7	925.7	925.7	925.7
Miles of sidewalk plowed by contractor	880.5	880.5	880.5	880.5
WORKLOAD				
Estimated tons of sodium chloride spread	40,541	27,055	25,536	25,536
Roadway plow runs	22	20	16	16
Sidewalk plow runs	14	13	8	8

**DEPARTMENT OF ENVIRONMENTAL SERVICES
OPERATIONS – SPECIAL SERVICES DIVISION
EXPENDITURE SUMMARY**

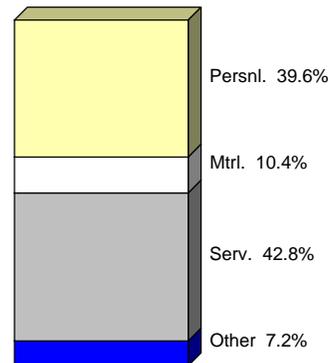
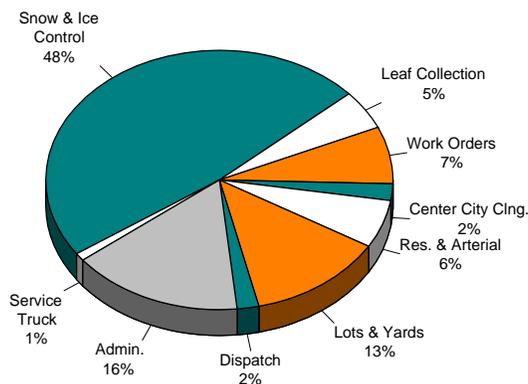
	Actual <u>2002-03</u>	Estimated <u>2003-04</u>	Amended <u>2003-04</u>	Approved <u>2004-05</u>
Appropriation by Major Object				
Personnel Expenses	4,264,822	4,204,900	4,230,900	4,191,200
Materials & Supplies	1,260,768	902,700	1,075,400	1,102,300
Services	4,632,427	4,168,200	4,236,600	4,519,700
Other	<u>0</u>	<u>760,100</u>	<u>760,100</u>	<u>755,400</u>
Total	10,158,017	10,035,900	10,303,000	10,568,600

Appropriation by Activity

Administration	1,637,466	1,539,400	1,581,000	1,735,500
Service Truck	89,781	61,900	115,700	100,400
Dispatch	264,087	268,500	245,700	253,000
Center City Cleaning	214,714	206,000	231,000	229,500
Lots & Yards Cleaning	938,781	1,296,700	1,294,700	1,323,400
Residential & Arterial Sweeping	478,468	620,000	560,400	584,600
Work Orders & Civic Events	721,943	803,200	816,700	766,600
Leaf Collection	548,315	385,000	478,100	487,100
Snow & Ice Control	<u>5,264,462</u>	<u>4,855,200</u>	<u>4,979,700</u>	<u>5,088,500</u>
Total	10,158,017	10,035,900	10,303,000	10,568,600

Employee Years by Activity

Administration	7.8	7.8	7.7	7.9
Service Truck	2.4	1.4	2.5	2.4
Dispatch	5.7	5.7	5.3	5.3
Center City Cleaning	8.7	6.4	6.3	6.3
Lots & Yards Cleaning	12.5	16.6	16.4	16.2
Residential & Arterial Sweeping	8.7	9.6	8.8	8.8
Work Orders & Civic Events	12.0	13.5	15.7	13.8
Leaf Collection	12.7	9.8	9.1	9.0
Snow & Ice Control	<u>50.8</u>	<u>47.9</u>	<u>47.0</u>	<u>44.6</u>
Total	121.46	118.7	118.8	114.3



DEPARTMENT OF ENVIRONMENTAL SERVICES
 OPERATIONS – SPECIAL SERVICES DIVISION
 PERSONNEL SUMMARY

FULL TIME POSITIONS			Administration	Service Truck	Dispatch	Center City Cleaning	Lots & Yards Cleaning	Residential & Arterial Sweeping	Work Orders & Civic Events	Leaf Collection	Snow & Ice Control	
Br.	Title	Budget 2003-04										Approved 2004-05
30	Operations Manager	1	1									
25	Operations Superintendent	1	1									
23	Asst. Operations Superintendent	3	3				0.6	0.6	0.5	0.3	1	
23	Computer Applications Specialist	1	1	1								
21	Service Truck Code Coordinator	1	0									
20	Supervising Dispatcher	1	1			1						
19	Operations Supervisor	4	4				1.1		1.1	0.4	1.4	
19	Op. Supervisor, St. Maintenance	0.8	0.8								0.8	
18	Municipal Assistant	1	1						1			
16	Fleet Maintenance Technician	1.3	1.3	1.3								
15	Senior Dispatcher	1	1			1						
11	Clerk I	1.0	1.0	1								
9	Clerk II	1	1	1								
64	Special Equipment Operator	1.1	1.1								1.1	
64	Dispatcher	2.5	2.5			2.5						
62	Senior Operations Worker	22.6	22.6			0.6	2.8	6	2.8	2	8.4	
57	Construction Supply Handler	1	1	1								
56	Grounds Equipment Operator	1	1				0.6			0.1	0.3	
41	Operations Worker	30.5	31.5		1	4.6	2.7	2.2	5.2	2.2	13.6	
40	Mobile Equipment Operator III	1	0									
EMPLOYEE YEARS												
	Full Time	77.8	76.8	7.3	1.0	4.5	5.2	7.8	8.8	10.6	5.0	26.6
	Overtime	27.0	23.6	0.6	0.9	0.9	0.8	0.3	0.2	2.3	3.1	14.5
	Part Time, Temporary, Seasonal	15.9	15.8	0.2	0.5	0.0	0.4	8.3	0.0	1.2	1.0	4.2
	Less: Vacancy Allowance	<u>1.9</u>	<u>1.9</u>	<u>0.2</u>	<u>0.0</u>	<u>0.1</u>	<u>0.1</u>	<u>0.2</u>	<u>0.2</u>	<u>0.3</u>	<u>0.1</u>	<u>0.7</u>
	Total	118.8	114.3	7.9	2.4	5.3	6.3	16.2	8.8	13.8	9.0	44.6

**DEPARTMENT OF ENVIRONMENTAL SERVICES
OPERATIONS – STREET MAINTENANCE DIVISION**

The Street Maintenance Division conducts an extensive street surface treatment program and also resurfaces and repairs selected City streets. The Division restores Bureau of Water & Lighting utility cuts and repairs potholes, guardrails, and sidewalks.

Year-to-Year Comparison

	<u>2003-04</u>	<u>2004-05</u>	<u>Change</u>
Budget	2,090,200	2,243,900	153,700
Employee Years	37.7	37.7	0.0

Change Detail

<u>Salary & Wage Adjustment</u>	<u>General Inflation</u>	<u>Chargebacks</u>	<u>Vacancy Allowance</u>	<u>Miscellaneous</u>	<u>Major Change</u>	<u>Total</u>
35,500	8,900	109,000	0	300	0	153,700

ADMINISTRATION

Administration supervises field operations and plans and coordinates the Division's annual work plan.

PATCHING – R2010 Campaign #7 - Quality Service

Patching repairs potholes and makes interim repairs and permanent restorations.

CHIP SEAL/OVERLAY – R2010 Campaign #7 - Quality Service

This activity furnishes preventive maintenance, repair, rehabilitation, and construction services for streets. Under the program, chipped stone and sealant are applied to the streets, thus restricting penetration of their surfaces by air and moisture. This lengthens their life and improves their riding surface. Other services performed by this activity are asphalt overlay application and surface milling. Because elements of the work performed by this activity have a useful life of more than one year, capital as well as operating budget resources are used for these functions.

Performance Indicators

	<u>Actual 2002-03</u>	<u>Estimated 2003-04</u>	<u>Budget 2003-04</u>	<u>Budget 2004-05</u>
DEMAND				
Residential streets (000 sq. yds.)	5,500	5,500	5,500	5,500
Average annual chip seal preventive maintenance work needed (sq. yds.)	625,000	625,000	625,000	625,000
Annual asphalt overlay work needed (sq. yds.)	181,000	181,000	181,000	181,000
WORKLOAD				
Chip seal work plan performed (sq. yds.)	108,000	754,500	700,000	630,000
Asphalt overlay work plan performed (sq. yds.)	0	10,000	10,000	10,000

UTILITY CUTS – R2010 Campaign #7 - Quality Service

Utility Cuts backfills and patches Bureau of Water & Lighting street excavations and water main trenches. The unit also backfills and restores cuts for private contractors and repairs roadway base failures. The City is reimbursed for services rendered to private contractors.

DEPARTMENT OF ENVIRONMENTAL SERVICES
OPERATIONS – STREET MAINTENANCE DIVISION

7-35

Performance Indicators	<u>Actual 2002-03</u>	<u>Estimated 2003-04</u>	<u>Budget 2003-04</u>	<u>Budget 2004-05</u>
DEMAND				
Bureau of Water & Lighting excavations	929	950	950	950
Private excavations and base failures	41	40	40	40
WORKLOAD				
Bureau of Water & Lighting excavations repaired	929	950	950	950
Private excavations and base failures repaired	41	40	40	40

SPECIAL PROJECTS – R2010 Campaign #7 - Quality Service

Special Projects repairs roadway guardrails, bridge guardrails, and trap doors. Crews repair sidewalks, replace sidewalk flags removed by the Bureau of Water & Lighting during its work, and replace small sections of damaged curbing and concrete gutters.

Performance Indicators	<u>Actual 2002-03</u>	<u>Estimated 2003-04</u>	<u>Budget 2003-04</u>	<u>Budget 2004-05</u>
DEMAND				
Repair requests received:				
● Trap doors	6	5	5	5
● Guardrails	2	10	10	10
● Sidewalk flags	1,319	1,600	1,425	1,425
● Gutters (ft.)	192	820	400	400
WORKLOAD				
Trap doors repaired	6	5	5	5
Guardrails repaired	2	10	10	10
Sidewalk flags replaced	1,319	1,600	1,425	1,425
Gutter replaced (ft.)	192	820	400	400

CRACK SEALING – R2010 Campaign #7 - Quality Service

This activity applies fiber-reinforced sealants to cracks in arterial and collector roads. This procedure restricts water penetration of the road and reduces surface deterioration. It is a preventive maintenance technique, supplementing the Bureau's other street surface treatment programs. Capital as well as operating budget resources are used for this function.

Performance Indicators	<u>Actual 2002-03</u>	<u>Estimated 2003-04</u>	<u>Budget 2003-04</u>	<u>Budget 2004-05</u>
DEMAND				
Arterial and collector roadway (000 sq. yds.)	3,000	3,000	3,000	3,000
Annual crack sealing program (000 sq. yds.)	1,650	1,650	1,650	1,650
WORKLOAD				
Arterial roadway crack sealed (000 sq. yds.)	1,250	1,400	1,350	1,650

**DEPARTMENT OF ENVIRONMENTAL SERVICES
OPERATIONS – STREET MAINTENANCE DIVISION
EXPENDITURE SUMMARY**

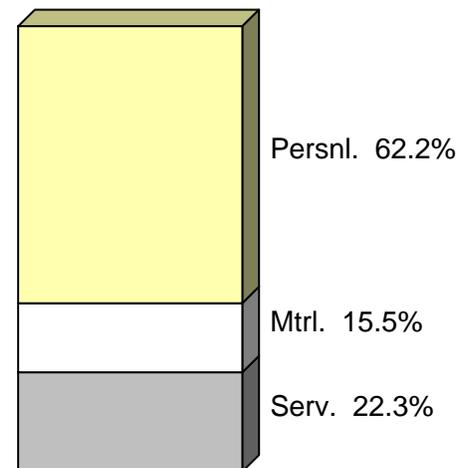
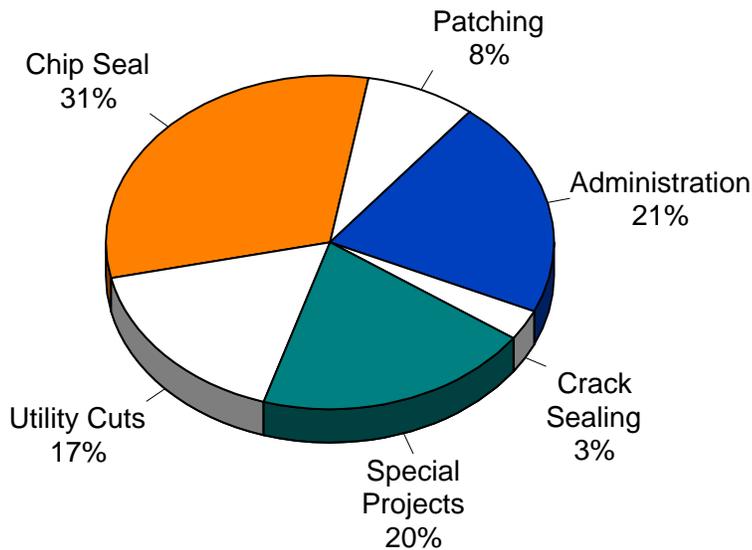
	Actual 2002-03	Estimated 2003-04	Amended 2003-04	Approved 2004-05
Appropriation by Major Object				
Personnel Expenses	1,311,125	1,406,000	1,358,900	1,394,700
Materials & Supplies	297,604	340,700	340,700	348,500
Services	312,862	391,000	390,600	500,700
Other	0	0	0	0
Total	<u>1,921,591</u>	<u>2,137,700</u>	<u>2,090,200</u>	<u>2,243,900</u>

Appropriation by Activity

Administration	457,508	478,600	454,900	472,200
Patching	223,179	192,200	176,300	186,600
Chip Seal/Overlay	321,138	645,300	644,900	690,100
Utility Cuts	345,281	347,700	356,000	372,000
Special Projects	506,090	412,200	400,200	450,200
Crack Sealing	<u>68,395</u>	<u>61,700</u>	<u>57,900</u>	<u>72,800</u>
Total	<u>1,921,591</u>	<u>2,137,700</u>	<u>2,090,200</u>	<u>2,243,900</u>

Employee Years by Activity

Administration	7.2	8.1	8.0	8.0
Patching	3.7	2.2	2.1	2.1
Chip Seal/Overlay	4.7	11.9	11.7	11.8
Utility Cuts	8.8	7.4	7.6	7.6
Special Projects	6.3	7.5	6.9	6.8
Crack Sealing	<u>7.6</u>	<u>1.5</u>	<u>1.4</u>	<u>1.4</u>
Total	<u>38.3</u>	<u>38.6</u>	<u>37.7</u>	<u>37.7</u>



DEPARTMENT OF ENVIRONMENTAL SERVICES
 OPERATIONS – STREET MAINTENANCE DIVISION
 PERSONNEL SUMMARY

FULL TIME POSITIONS				Admin- istration	Patching	Chip Seal/ Overlay	Utility Cuts	Special Projects	Crack Sealing
Br.	Title	Budget 2003-04	Approved 2004-05						
30	Street Maintenance Manager	1	1	1					
23	Asst. Operations Supt./St. Maint.	1	1	1					
19	Op. Supervisor, St. Maintenance	1.2	1.2		0.6	0.6			
18	Principal Engineering Technician	1	1	1					
16	Fleet Maintenance Technician	0.7	0.7	0.7					
16	Sign Maker	1	1	1					
12	Assistant Sign Maker	1	1	1					
9	Clerk II	1	1	1					
9	Clerk II with Typing	1	1	1					
65	Sr. Maintenance Mechanic Mason	1	1			0.4		0.6	
65	Sr. Maintenance Mechanic Welder	1	1					1	
64	Special Equipment Operator	2.9	2.9			1.9		1	
62	Senior Operations Worker	5.4	5.4		0.4	1.2	2.6	1.2	
57	Asphalt Raker	1	1		1				
41	Operations Worker	12.5	12.5			5.7	4.5	1.1	1.2
EMPLOYEE YEARS									
	Full Time	32.7	32.7	7.7	2.0	9.8	7.1	4.9	1.2
	Overtime	4.2	4.2	0.6	0.2	1.6	0.8	0.8	0.2
	Part Time, Temporary, Seasonal	2.2	2.2	0	0	0.8	0	1.3	0.1
	Less: Vacancy Allowance	<u>1.4</u>	<u>1.4</u>	<u>0.3</u>	<u>0.1</u>	<u>0.4</u>	<u>0.3</u>	<u>0.2</u>	<u>0.1</u>
	Total	37.7	37.7	8.0	2.1	11.8	7.6	6.8	1.4

**DEPARTMENT OF ENVIRONMENTAL SERVICES
OPERATIONS – BUILDING SERVICES DIVISION**

Building Services maintains and repairs City-owned buildings. Functions include custodial, building repair and renovation, and heating, ventilating, and air conditioning services. Work is performed by a combination of City personnel and private contractors.

Year-to-Year Comparison

	<u>2003-04</u>	<u>2004-05</u>	<u>Change</u>
Budget	5,195,500	5,153,100	-42,400
Employee Years	73.4	72.5	-0.9

Change Detail

<u>Salary & Wage Adjustment</u>	<u>General Inflation</u>	<u>Chargebacks</u>	<u>Vacancy Allowance</u>	<u>Miscellaneous</u>	<u>Major Change</u>	<u>Total</u>
93,300	24,300	34,000	0	2,500	-196,500	-42,400

Major Change

Energy cost savings results from incentives from New York Power Authority and increased building efficiencies	-230,000
Eliminate vacant telephone administrator position due to budget constraints	-50,500
Increase allocation for maintenance of Public Safety Building	42,300
Increase allocation for maintenance agreement for telephone system	41,700

ADMINISTRATION

Administration coordinates and implements the Division's annual work plan. The activity also works in conjunction with the Commissioner's Office of Customer Satisfaction to manage the City's telephone system.

Performance Indicators

	<u>Actual 2002-03</u>	<u>Estimated 2003-04</u>	<u>Budget 2003-04</u>	<u>Budget 2004-05</u>
DEMAND				
Telephone System:				
● Digital telephones on PBX	1,954	1,960	1,954	1,960
● Analog devices on PBX (phones, faxes, modems)	252	292	252	295
Telephone Usage:				
● Local calling (minutes)	**	4,900,000	5,580,000	5,500,000
● Long Distance calling (minutes)	**	155,000	186,000	160,000
WORKLOAD				
Bills verified	24	24	24	24
Work orders prepared:				
Move / Add / Change Orders	343	366	500	360
Repair Orders	977	645	1,000	650

** - Not Available

DEPARTMENT OF ENVIRONMENTAL SERVICES
OPERATIONS – BUILDING SERVICES DIVISION

Telephone Chargebacks

<u>Department/Bureau</u>	<u>2003-04</u>	<u>2004-05</u>	<u>Department/Bureau</u>	<u>2003-04</u>	<u>2004-05</u>
CITY COUNCIL & CLERK	8,700	8,800	ENVIRONMENTAL SERVICES		
ADMINISTRATION			Commissioner	18,900	23,500
Mayor's Office	12,500	15,400	Architecture & Engineering	23,100	23,100
NET	36,600	39,800	Operations	33,100	36,600
Budget	4,100	3,900	Water & Lighting	30,300	32,000
Human Resource Mgmt.	15,300	16,300	Equipment Services	9,800	10,100
Communications	6,600	6,500	TOTAL:	115,200	125,300
Law	9,000	9,300	POLICE	196,200	209,600
TOTAL:	84,100	91,200	FIRE	56,100	62,400
FINANCE			LIBRARY	16,700	19,500
Director's Office	4,600	4,500	PARKS, RECREATION AND HUMAN SERVICES		
Accounting	6,300	6,500	Commissioner	4,100	5,600
Treasury	9,000	9,300	Parks & Recreation	43,100	44,200
Assessment	7,500	7,300	Special Services	6,600	6,500
Parking & Municipal			Human Services	11,300	7,600
Violations	8,400	9,500	TOTAL:	65,100	63,900
Purchasing	4,300	5,900	CITY TOTAL	653,600	695,800
Information Systems	25,400	25,800	Interfund	70,000	104,400
TOTAL:	65,500	68,800	Intrafund	583,600	591,400
COMMUNITY DEVELOPMENT			CITY TOTAL	653,600	695,800
Commissioner	3,100	2,800			
Neighborhood Initiatives	3,200	3,900			
Buildings and Zoning	13,900	13,500			
Housing & Project					
Development	12,100	12,900			
Planning	2,600	2,500			
TOTAL:	34,900	35,600			
ECONOMIC DEVELOPMENT					
Administration	8,100	7,300			
Municipal Parking	3,000	3,400			
TOTAL:	11,100	10,700			

CONSTRUCTION & REPAIR – R2010 Campaign #7 - Quality Service

Construction and Repair makes routine repairs and alterations to City-owned buildings. The unit performs carpentry, masonry, electrical, and minor plumbing repairs. Major building repair projects and maintenance of specialized building systems are performed by contractors whose work is inspected by this unit. Emergency service is provided to properties acquired through tax foreclosures.

Performance Indicators

	<u>Actual</u> <u>2002-03</u>	<u>Estimated</u> <u>2003-04</u>	<u>Budget</u> <u>2003-04</u>	<u>Budget</u> <u>2004-05</u>
DEMAND				
City building inventory	186	185	185	185
Buildings maintained (excludes foreclosed properties)	185	185	185	185
Maintenance work requests received	4,797	5,172	5,400	5,400
Specialized building systems maintained:				
● Overhead doors	214	214	214	214
● Air curtains	12	12	12	12
● Elevators and escalators	22	22	22	22
● Fire alarm and detection systems	21	21	21	21
● Fire shutters	6	6	6	6

**DEPARTMENT OF ENVIRONMENTAL SERVICES
OPERATIONS – BUILDING SERVICES DIVISION**

Performance Indicators	EXPENDITURE SUMMARY			
	<u>2002-03</u>	<u>2003-04</u>	<u>2003-04</u>	<u>2004-05</u>
● Fire suppression systems	12	12	12	12
● Intrusion alarms	47	47	47	47
WORKLOAD				
Maintenance work requests completed:				
● Carpentry	854	894	750	750
● Electrical	584	642	670	670
● Masonry	27	34	40	40
● Painting	58	18	30	30
● Plumbing	469	420	540	540
● Overhead doors	128	144	125	125
● Roofing	44	28	50	40
● Office relocations	8	8	8	8
● Remodeling projects	4	4	4	4
● Miscellaneous	550	486	420	420
● Board-ups	2,028	2,300	2,150	2,150
● Material moves	<u>216</u>	<u>194</u>	<u>240</u>	<u>240</u>
Total	4,970	5,172	5,027	5,017

BUILDING OPERATIONS – R2010 Campaign #7 - Quality Service

This activity provides custodial and maintenance service at various City facilities. Services include cleaning, extermination, and snow and ice removal.

Performance Indicators	<u>Actual</u> <u>2002-03</u>	<u>Estimated</u> <u>2003-04</u>	<u>Budget</u> <u>2003-04</u>	<u>Budget</u> <u>2004-05</u>
DEMAND				
Buildings requiring custodial service	32	32	32	32
Building area (sq. ft.)	594,655	591,455	591,455	591,455

HEATING, VENTILATING & AIR CONDITIONING – R2010 Campaign #7 - Quality Service

This activity installs, operates, maintains, and repairs heating, ventilating, and air conditioning systems in City buildings. Buildings served are City Hall, the Public Safety Building, the Emergency Communications Center, the Animal Control Center, the Center at High Falls, firehouses, police stations, libraries, recreation centers, the Department of Environmental Services' Operations Center, and the water filtration plant at Hemlock Lake. The activity carries out the City's energy conservation program by monitoring energy consumption and recommending and accomplishing improvements that reduce consumption.

Performance Indicators	<u>Actual</u> <u>2002-03</u>	<u>Estimated</u> <u>2003-04</u>	<u>Budget</u> <u>2003-04</u>	<u>Budget</u> <u>2004-05</u>
DEMAND				
Buildings maintained	130	130	130	130
Maintenance work requests received	1,041	954	1,050	1,050
Heating systems	127	127	127	127
Central air conditioning systems	57	57	57	57
Emergency generators	12	12	12	12
WORKLOAD				
Maintenance work requests completed	1,018	884	1,029	1,029
EFFICIENCY				
Percent of work requests completed	98	93	98	98
	<u>Actual</u> <u>2002-03</u>	<u>Estimated</u> <u>2003-04</u>	<u>Amended</u> <u>2003-04</u>	<u>Approved</u> <u>2004-05</u>

Appropriation by Major Object

**DEPARTMENT OF ENVIRONMENTAL SERVICES
OPERATIONS – BUILDING SERVICES DIVISION
EXPENDITURE SUMMARY**

Personnel Expenses	2,566,351	2,617,400	2,645,300	2,688,100
Materials & Supplies	510,100	555,800	568,500	581,500
Services	2,595,519	2,290,600	2,565,300	2,474,900
Other	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	5,671,970	5,463,800	5,779,100	5,744,500
Less: Intrafund Credit*	<u>655,658</u>	<u>583,600</u>	<u>583,600</u>	<u>591,400</u>
Total	5,016,312	4,880,200	5,195,500	5,153,100

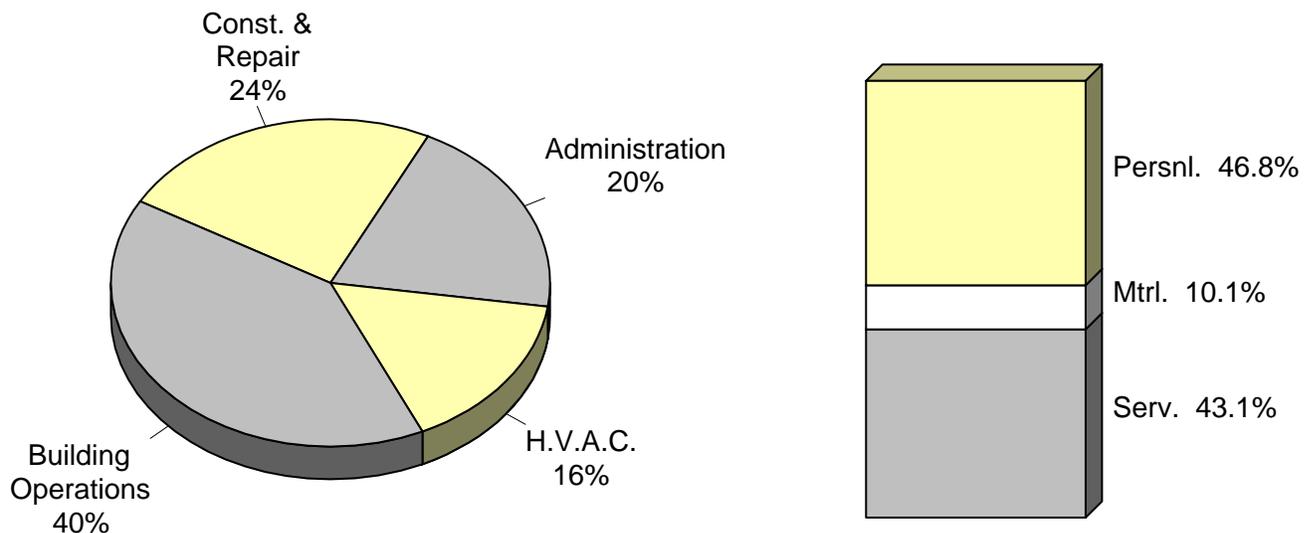
Appropriation by Activity

Administration	1,138,179	1,081,400	1,087,700	1,136,100
Construction & Repair	1,189,221	1,221,800	1,225,800	1,395,500
Building Operations	2,357,429	2,303,300	2,621,400	2,319,300
Heating, Ventilating, Air Conditioning	<u>987,141</u>	<u>857,300</u>	<u>844,200</u>	<u>893,600</u>
Total	5,671,970	5,463,800	5,779,100	5,744,500
Less: Intrafund Credit*	<u>655,658</u>	<u>583,600</u>	<u>583,600</u>	<u>591,400</u>
Total	5,016,312	4,880,200	5,195,500	5,153,100

Employee Years by Activity

Administration	5.88	6.9	6.8	5.7
Construction & Repair	21.1	22.9	23	23.8
Building Operations	37.26	29.4	30	29.6
Heating, Ventilating, Air Conditioning	<u>12.45</u>	<u>13.4</u>	<u>13.6</u>	<u>13.4</u>
Total	76.7	72.6	73.4	72.5

*Reflects chargeback for telephone service



DEPARTMENT OF ENVIRONMENTAL SERVICES
OPERATIONS – BUILDING SERVICES DIVISION
PERSONNEL SUMMARY

FULL TIME POSITIONS				Administration	Construction & Repair	Building Operations	Heating, Vent. & Air Conditioning
Br.	Title	Budget 2003-04	Approved 2004-05				
30	Manager of Building Services	1	1	1			
25	Superintendent HVAC	1	1				1
24	Senior Administrative Analyst	1	1	1			
23	Superintendent Building Operations	1	1			1	
21	Supervisor Carpentry Trades	1	1		1		
21	Supervisor of Electrical Trades	1	1		1		
21	Supervisor Structures & Equipment	1	1		1		
20	Telephone System Administrator	1	0				
18	Building Supervisor	1	1			1	
18	Senior Supervising Stock Clerk	1	1	1			
11	Secretary	2	2	2			
6	Stock Clerk 80 Hours	1	1	1			
1	Cleaner	10	10			10	
65	Sr. Maintenance Mechanic/Mason	1	1		1		
65	Sr. Maintenance Mechanic/Electrical	2	2		2		
65	Sr. Maintenance Mechanic/Carpentry	5	5		5		
65	Sr. Maintenance Mechanic/Pipefitter	1	1		1		
65	Sr. Maintenance Mechanic Buildings	1	1			1	
62	Senior Maintenance Mechanic	4	4		4		
60	Maintenance Mechanic	7	7		7		
57	Maintenance Worker	4	4			4	
52	Building Maintenance Helper	6	6			6	
150	Assistant HVAC Engineer	7	7				7
151	HVAC Engineer	3	3				3
152	Lead HVAC Engineer	2	2				2
EMPLOYEE YEARS							
Full Time		66.0	65.0	6.0	23.0	23.0	13.0
Overtime		3.0	2.6	0.0	1.5	0.6	0.5
Part Time, Temporary, Seasonal		7.1	7.6	0.0	0.2	7.0	0.4
Less: Vacancy Allowance		<u>2.7</u>	<u>2.7</u>	<u>0.3</u>	<u>0.9</u>	<u>1.0</u>	<u>0.5</u>
Total		73.4	72.5	5.7	23.8	29.6	13.4

DEPARTMENT OF ENVIRONMENTAL SERVICES
BUREAU OF WATER & LIGHTING

The Bureau of Water & Lighting is comprised of seven operating units: the Director's Office, Water Engineering, Water Production and Treatment, Water Supply and Maintenance, Water Distribution, Street Lighting, and Parking Meter Operations. The Director's Office is responsible for Bureau administration and the procurement and maintenance of equipment and supplies. The Water Engineering Division implements the Bureau's capital improvement program. Water Production and Treatment manages, operates, and maintains the Hemlock Water Filtration Plant, the City's reservoirs and the Holly Pump Station, and monitors water quality. The Water Supply and Maintenance Division maintains the Upland conduit system and reservoir structures. Water Distribution operates and maintains the water distribution system, including water mains, valves, hydrants, and connections. The Street Lighting Division oversees the City's street lighting system. Expenditures that cannot be directly attributed to one of the operating units are found in the Water Fixed Charges section. Parking Meter Operations maintains the City's parking meters and performs meter revenue collection.

The 2004-05 work plan includes the following:

Objective	R2010 Campaigns Supported	Projected Completion
Begin design of Conduit I replacement	#7 - Quality Service	First Quarter
Complete design development of new water facility at 10 Felix Street	#7 -Quality Service	Second Quarter
Complete construction of Cobbs Hill Upper Gatehouse exterior repairs	#7 -Quality Service	Third Quarter

Year-to-Year Comparison

	<u>2003-04</u>	<u>2004-05</u>	<u>Change</u>
Budget	24,335,800	24,992,600	656,800
Employee Years	157.8	155	-2.8

Change Detail

<u>Salary & Wage Adjustment</u>	<u>General Inflation</u>	<u>Chargebacks</u>	<u>Vacancy Allowance</u>	<u>Miscellaneous</u>	<u>Major Change</u>	<u>Total</u>
157,000	63,000	135,300	0	-6,300	307,800	656,800

Major Change

Expense for water purchased from Monroe County Water Authority increases based upon higher demand	321,000
Increase allowance for uncollectible expense	240,000
Net effect of personnel changes	-119,200
Reduced utilities allocation due to one year delay in cathodic protection program	-114,000
Productivity improvements result in savings	-20,000

DEPARTMENT OF ENVIRONMENTAL SERVICES
BUREAU OF WATER & LIGHTING
EXPENDITURE SUMMARY

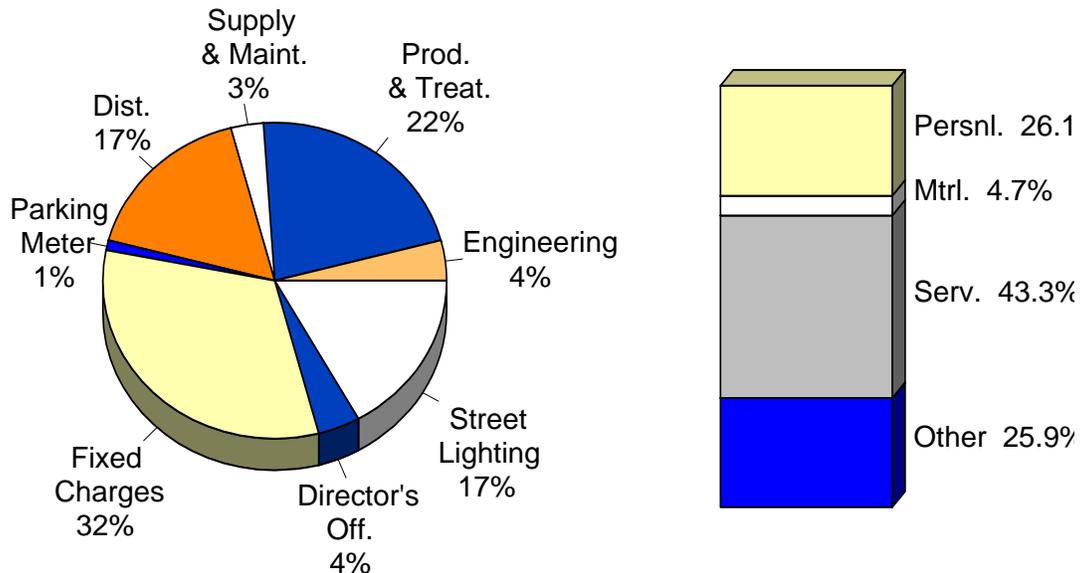
	Actual <u>2002-03</u>	Estimated <u>2003-04</u>	Amended <u>2003-04</u>	Approved <u>2004-05</u>
Appropriation by Major Object				
Personnel Expenses	6,185,062	6,378,700	6,484,700	6,522,500
Materials & Supplies	1,069,179	1,146,100	1,148,500	1,168,900
Services	10,296,722	10,744,100	10,458,100	10,816,700
Other	<u>6,188,563</u>	<u>6,244,500</u>	<u>6,244,500</u>	<u>6,484,500</u>
Total	23,739,526	24,513,400	24,335,800	24,992,600

Appropriation by Activity

Director's Office	913,374	954,400	993,400	1,002,600
Water Engineering	931,929	959,800	946,600	1,015,600
Water Production & Treatment	5,072,095	5,552,000	5,035,400	5,390,700
Water Supply & Maintenance	753,133	790,700	935,600	823,500
Water Distribution	4,093,929	4,112,400	4,201,200	4,260,200
Street Lighting	4,377,046	4,257,700	4,336,100	4,299,800
Parking Meter Operations	147,054	158,700	159,800	164,500
Water Fixed Charges	<u>7,450,966</u>	<u>7,727,700</u>	<u>7,727,700</u>	<u>8,035,700</u>
Total	23,739,526	24,513,400	24,335,800	24,992,600

Employee Years by Activity

Director's Office	11.0	13.0	14.5	14.1
Water Engineering	18.8	17.6	17.4	18.0
Water Production & Treatment	23.7	25.5	25.6	25.7
Water Supply & Maintenance	14.1	14.8	14.8	13.8
Water Distribution	74.9	74.3	76.0	75.0
Street Lighting	6.4	5.4	5.4	4.3
Parking Meter Operations	<u>4.0</u>	<u>4.1</u>	<u>4.1</u>	<u>4.1</u>
Total	152.9	154.7	157.8	155.0



DEPARTMENT OF ENVIRONMENTAL SERVICES
WATER & LIGHTING – DIRECTOR'S OFFICE

The Director's Office manages the Bureau of Water & Lighting and provides staff support for the operating divisions. The unit also procures and maintains equipment, parts, and supplies used by the Bureau.

Year-to-Year Comparison

	<u>2003-04</u>	<u>2004-05</u>	<u>Change</u>
Budget	993,400	1,002,600	9,200
Employee Years	14.5	14.1	-0.4

Change Detail

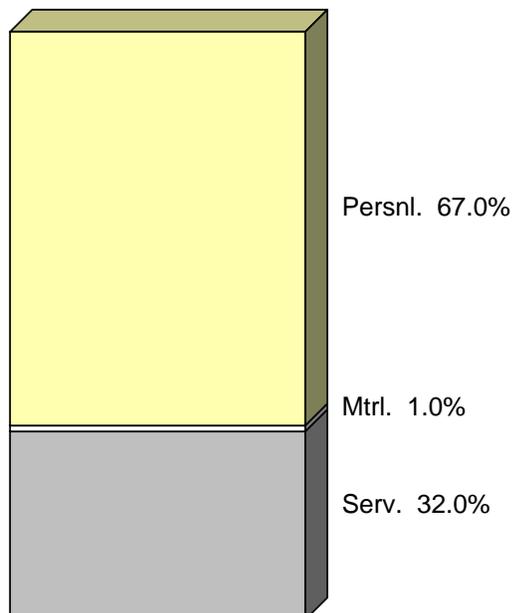
<u>Salary & Wage Adjustment</u>	<u>General Inflation</u>	<u>Chargebacks</u>	<u>Vacancy Allowance</u>	<u>Miscellaneous</u>	<u>Major Change</u>	<u>Total</u>
36,000	2,700	-23,200	0	-2,100	-4,200	9,200

Major Change

Elimination of vacant full time clerical position is offset by increase security allocation	-4,200
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DEPARTMENT OF ENVIRONMENTAL SERVICES
WATER & LIGHTING – DIRECTOR'S OFFICE
EXPENDITURE SUMMARY

	Actual <u>2002-03</u>	Estimated <u>2003-04</u>	Amended <u>2003-04</u>	Approved <u>2004-05</u>
Appropriation by Major Object				
Personnel Expenses	508,757	616,000	640,600	672,400
Materials & Supplies	4,809	9,500	9,500	9,600
Services	399,808	328,900	343,300	320,600
Other	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	913,374	954,400	993,400	1,002,600
Appropriation by Activity				
Director's Office	913,374	954,400	993,400	1,002,600
Employee Years by Activity				
Director's Office	11.0	13.0	14.5	14.1



DEPARTMENT OF ENVIRONMENTAL SERVICES
 WATER & LIGHTING – DIRECTOR’S OFFICE
 PERSONNEL SUMMARY

FULL TIME POSITIONS			
Br.	Title	Budget 2003-04	Approved 2004-05
35	Director of Water	1	1
26	Associate Administrative Analyst	1	1
25	Parts & Materials Manager	1	1
24	Engineer	1	1
20	Executive Assistant	0	1
19	Water Materials Coordinator	1	1
16	Administrative Assistant	1	0
16	Fleet Maintenance Technician	1	1
13	Administrative Secretary	0	1
11	Secretary	1	0
9	Clerk II	1	1
7	Clerk III with Typing	1	0
65	Expediter	1	1
52	Security Guard	3	3
EMPLOYEE YEARS			
	Full Time	14.0	13.0
	Overtime	0.5	0.6
	Part Time, Temporary, Seasonal	0.0	0.5
	Less: Vacancy Allowance	<u>0.0</u>	<u>0.0</u>
	Total	14.5	14.1

**DEPARTMENT OF ENVIRONMENTAL SERVICES
WATER & LIGHTING – ENGINEERING DIVISION**

The Water Engineering Division implements Water & Lighting's capital program through design, plan review, and construction inspection services. It maintains and updates the official records of the location of water mains and other water facilities.

Year-to-Year Comparison

	<u>2003-04</u>	<u>2004-05</u>	<u>Change</u>
Budget	946,600	1,015,600	69,000
Employee Years	17.4	18.0	0.6

Change Detail

<u>Salary & Wage Adjustment</u>	<u>General Inflation</u>	<u>Chargebacks</u>	<u>Vacancy Allowance</u>	<u>Miscellaneous</u>	<u>Major Change</u>	<u>Total</u>
33,500	1,100	4,400	0	0	30,000	69,000

Major Change

Addition of part time interns	30,000
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DESIGN ENGINEERING – R2010 Campaign #7 - Quality Service

Design Engineering plans water system repairs and improvements, designs water main replacement projects, and reviews water system improvements in street reconstruction projects designed by consultants. The unit tests the water system when problems such as low pressure are discovered and prepares specifications for grid repair and maintenance materials. The activity manages the backflow prevention program and reviews applications for backflow prevention device installations.

Program Change

The drop for "in-house design projects value" due to additional work effort to train two designers on new AutoCAD software

Performance Indicators

	<u>Actual 2002-03</u>	<u>Estimated 2003-04</u>	<u>Budget 2003-04</u>	<u>Budget 2004-05</u>
DEMAND				
Design reviews required	412	400	400	400
Hydraulic tests required	94	400	400	400
In-house design projects value (\$000)	2,400	2,500	4,000	3,000
Backflow prevention reviews required	37	40	40	40
Backflow prevention devices	2,099	2,150	2,150	2,210
WORKLOAD				
Design reviews completed	412	400	400	400
Hydraulic tests performed	94	200	400	400
Backflow prevention reviews completed	37	40	40	40
Inspections of backflow prevention devices	295	275	275	275
Installation of backflow prevention devices	61	60	60	60

FIELD ENGINEERING – R2010 Campaign #7 - Quality Service

Field Engineering inspects water construction projects designed by the Bureau of Water & Lighting and by consultants to ensure that contractors are complying with contract specifications and Health Department requirements, and to monitor construction progress. The unit acts as liaison among customers, contractors, and utilities to resolve construction-interrupted service, low water pressure, dirty water, and hazardous construction conditions. It measures and records locations of newly installed, repaired, relocated, or abandoned water facilities.

Performance Indicators

	<u>Actual 2002-03</u>	<u>Estimated 2003-04</u>	<u>Budget 2003-04</u>	<u>Budget 2004-05</u>
DEMAND				
In-house construction project value (\$000)	3,400	3,500	2,000	2,500
WORKLOAD				
Mains cleaned and lined (ft.)	24,163	0	24,000	24,000
Mains installed (ft.)	16,893	30,000	30,000	30,000
Hydrants measured	142	180	175	175
Services measured	39	35	20	20

MAPS & RECORDS – R2010 Campaign #7 - Quality Service

Maps and Records prepares and maintains official City water maps and supplies information about water main and service locations to Water Distribution personnel, contractors, and citizens. It also issues water service and hydrant permits. The unit maintains various records, including those for water consumption, lake and reservoir levels, water discharge, reservoir storage, and precipitation records. It grants Bureau of Water & Lighting approval for street abandonments and property subdivisions.

Performance Indicators

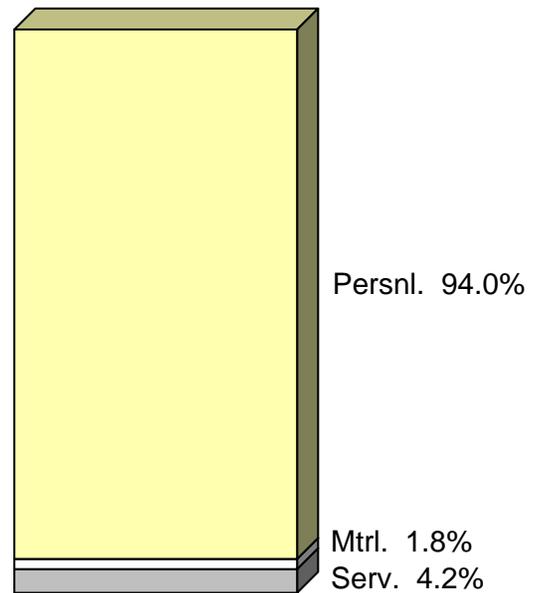
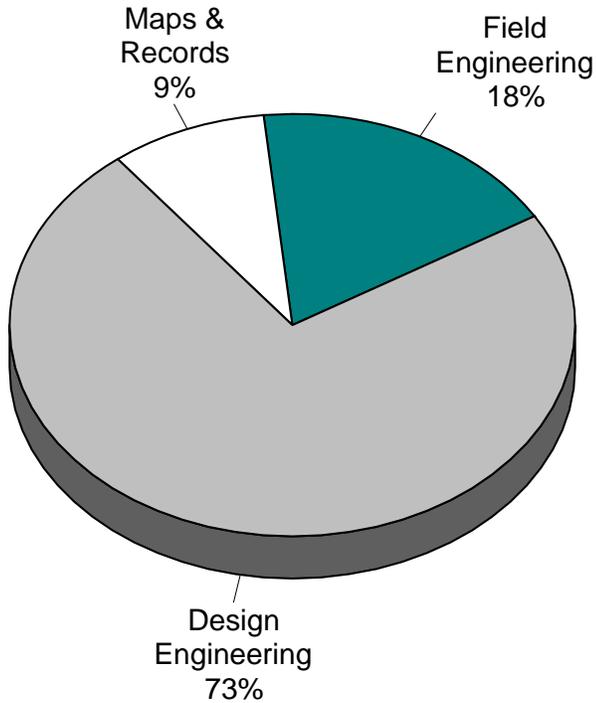
	<u>Actual 2002-03</u>	<u>Estimated 2003-04</u>	<u>Budget 2003-04</u>	<u>Budget 2004-05</u>
DEMAND				
Requests for information (est.)	8,000	8,000	8,000	8,000
Hydrant permits requested	25	35	40	40
Service applications requested	57	50	75	60
Research projects requested	40	40	40	40
WORKLOAD				
Information requests completed	8,000	8,000	8,000	8,000
Hydrant permits issued	25	35	40	40
Service permits issued	57	50	75	60
Research projects completed	40	40	40	40

**DEPARTMENT OF ENVIRONMENTAL SERVICES
WATER & LIGHTING – ENGINEERING DIVISION
EXPENDITURE SUMMARY**

	<u>Actual</u> <u>2002-03</u>	<u>Estimated</u> <u>2003-04</u>	<u>Amended</u> <u>2003-04</u>	<u>Approved</u> <u>2004-05</u>
Appropriation by Major Object				
Personnel Expenses	854,996	905,200	891,700	955,200
Materials & Supplies	18,013	18,000	17,900	18,200
Services	58,920	36,600	37,000	42,200
Other	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	931,929	959,800	946,600	1,015,600

Appropriation by Activity				
Design Engineering	682,465	695,800	678,800	737,700
Field Engineering	174,818	166,100	177,800	182,500
Maps and Records	<u>74,646</u>	<u>97,900</u>	<u>90,000</u>	<u>95,400</u>
Total	931,929	959,800	946,600	1,015,600

Employee Years by Activity				
Design Engineering	12.4	11.5	11.2	11.8
Field Engineering	4.0	3.7	4.0	4.0
Maps and Records	<u>2.4</u>	<u>2.4</u>	<u>2.2</u>	<u>2.2</u>
Total	18.8	17.6	17.4	18.0



DEPARTMENT OF ENVIRONMENTAL SERVICES
 WATER & LIGHTING – ENGINEERING DIVISION
 PERSONNEL SUMMARY

FULL TIME POSITIONS				Design Engineering	Field Engineering	Maps & Records
Br.	Title	Budget 2003-04	Approved 2004-05			
32	Managing Engineer Water Design	1	1	1		
29	Senior Engineer Water Design	2	2	2		
24	Engineer	1	1	1		
24	Engineer II/Water	2	2	2		
21	Backflow Prevention Inspector	1	1	1		
21	Supervising Engineering Tech.	1	1	1		
20	GIS Applications Specialist	1	1	1		
18	Municipal Assistant	1	1			1
18	Principal Engineering Technician	5	5	1	3	1
12	Engineering Technician	1	1	1		
EMPLOYEE YEARS						
	Full Time	16.0	16.0	11.0	3.0	2.0
	Overtime	1.4	1.4	0.1	1.1	0.2
	Part Time, Temporary, Seasonal	0.3	0.9	0.9	0.0	0.0
	Less: Vacancy Allowance	<u>0.3</u>	<u>0.3</u>	<u>0.2</u>	<u>0.1</u>	<u>0.0</u>
	Total	17.4	18.0	11.8	4.0	2.2

**DEPARTMENT OF ENVIRONMENTAL SERVICES
WATER & LIGHTING – WATER PRODUCTION & TREATMENT DIVISION**

Water Production and Treatment manages, operates, and maintains chemical treatment facilities, the City's three reservoirs, and the Holly Pump Station. This division also monitors water quality and flow throughout the supply system and manages the watershed. Expenditures for property tax payments and payments in-lieu-of taxes on upland properties and the purchase of water from the Monroe County Water Authority (MCWA) are shown in this division to reflect the total cost of producing water to meet City demand.

Year-to-Year Comparison

	<u>2003-04</u>	<u>2004-05</u>	<u>Change</u>
Budget	5,035,400	5,390,700	355,300
Employee Years	25.6	25.7	0.1

Change Detail

<u>Salary & Wage Adjustment</u>	<u>General Inflation</u>	<u>Chargebacks</u>	<u>Vacancy Allowance</u>	<u>Miscellaneous</u>	<u>Major Change</u>	<u>Total</u>
25,200	17,100	17,800	0	-5,800	301,000	355,300

Major Change

Expense for water purchased from Monroe County Water Authority increases based upon higher demand	321,000
Productivity improvements result in savings	-20,000

WATER PRODUCTION & TREATMENT – R2010 Campaign #7 - Quality Service

Water Production and Treatment operates treatment facilities at the Hemlock water filtration plant and Cobbs Hill, Rush, and Highland Reservoirs. The unit also monitors and investigates water quality and has responsibility for watershed management.

Performance Indicators

	<u>Actual 2002-03</u>	<u>Estimated 2003-04</u>	<u>Budget 2003-04</u>	<u>Budget 2004-05</u>
DEMAND				
Filtration plant production (mgd)*	35.6	34.6	35.0	36.5
Watershed acreage	9,994	9,994	9,994	9,994
Pumps, valves, and gates	127	132	132	132
WORKLOAD				
Analytical tests performed	40,280	40,880	41,500	41,500
Pumps, valves and gates maintained	127	132	132	132
Filter backwashes required	2,589	2,700	2,730	2,700
Tons of chemicals applied, (includes chemicals applied at reservoirs)	2,423	2,520	2,500	2,500
KW hr/day electricity used (at Water Filtration Plant only)**	7,951	8,500	8,800	8,500

*mgd - millions of gallons per day

**KW - kilowatts

TAXES TO OTHER GOVERNMENTS

The City pays taxes and payments in lieu of taxes to various municipalities and school districts for land owned in the Upland watershed area and along the conduit route. The budgeted amount reflects an estimate of the City's tax liability in each municipality or school district.

PURCHASE OF WATER

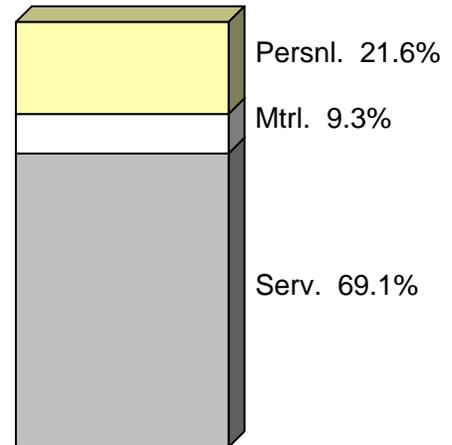
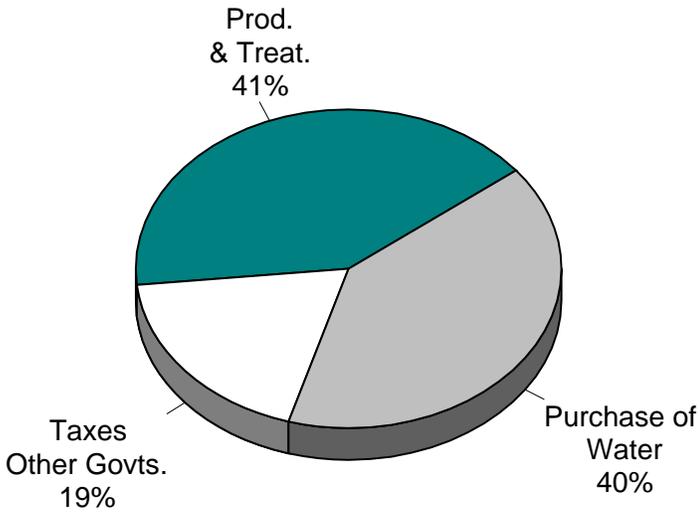
In order to minimize operating costs, the City and the Monroe County Water Authority (MCWA) have an agreement whereby each agency purchases water from the other at advantageous points in the distribution system. Currently, the City sells more water to MCWA than it buys from MCWA; the amount budgeted in this account represents the gross purchases by the City. The purchase of water from MCWA is offset by revenues from the sales of water to MCWA.

**DEPARTMENT OF ENVIRONMENTAL SERVICES
WATER & LIGHTING – WATER PRODUCTION & TREATMENT DIVISION
EXPENDITURE SUMMARY**

	Actual <u>2002-03</u>	Estimated <u>2003-04</u>	Amended <u>2003-04</u>	Approved <u>2004-05</u>
Appropriation by Major Object				
Personnel Expenses	1,097,233	1,130,900	1,140,800	1,166,000
Materials & Supplies	465,312	495,000	495,000	500,800
Services	3,509,550	3,926,100	3,399,600	3,723,900
Other	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	5,072,095	5,552,000	5,035,400	5,390,700

Appropriation by Activity				
Water Production & Treatment	2,172,695	2,191,800	2,196,700	2,231,000
Taxes to Other Governments	949,454	995,200	995,200	995,200
Purchase of Water	<u>1,949,946</u>	<u>2,365,000</u>	<u>1,843,500</u>	<u>2,164,500</u>
Total	5,072,095	5,552,000	5,035,400	5,390,700

Employee Years by Activity				
Water Production & Treatment	23.7	25.5	25.6	25.7



DEPARTMENT OF ENVIRONMENTAL SERVICES
WATER & LIGHTING – WATER PRODUCTION & TREATMENT DIVISION
PERSONNEL SUMMARY

FULL TIME POSITIONS			
Br.	Title	Budget 2003-04	Approved 2004-05
32	Manager of Water Production	1	1
26	Chief of Water Quality Operations	1	1
25	Automated Systems Control Spec	1	1
25	Supt. of Water Plant Maintenance	1	1
23	Watershed Conservationist	1	1
21	Water Treatment Supervisor	1	1
20	Master Electrician	1	1
20	Water Instrumentation Technician	1	1
20	Water Plant Mechanic	1	1
19	Water Quality Lab Technician	0	1
18	Senior Water Plant Operator	1	1
17	Water Quality Lab Technician	1	0
16	Water Plant Operator	7	7
15	Sr.Maint.Mech./Water Treatment	2	2
11	Secretary	1	1
61	Maint. Mechanic/Water Treatment	3	3
EMPLOYEE YEARS			
	Full Time	24.0	24.0
	Overtime	1.4	1.5
	Part Time, Temporary, Seasonal	0.7	0.7
	Less: Vacancy Allowance	<u>0.5</u>	<u>0.5</u>
	Total	25.6	25.7

**DEPARTMENT OF ENVIRONMENTAL SERVICES
WATER & LIGHTING – SUPPLY & MAINTENANCE DIVISION**

This Division maintains the Upland conduit system that supplies water to the City of Rochester, and portions of Monroe, Ontario and Livingston counties. It also maintains the watershed properties and reservoir structures and grounds. This Division supports the conduit modernization program, the Cathodic Protection Pilot project, through excavation, installation, testing, and training activities.

Year-to-Year Comparison

	<u>2003-04</u>	<u>2004-05</u>	<u>Change</u>
Budget	935,600	823,500	-112,100
Employee Years	14.8	13.8	-1.0

Change Detail

<u>Salary & Wage Adjustment</u>	<u>General Inflation</u>	<u>Chargebacks</u>	<u>Vacancy Allowance</u>	<u>Miscellaneous</u>	<u>Major Change</u>	<u>Total</u>
21,100	3,100	8,500	0	900	-145,700	-112,100

Major Change

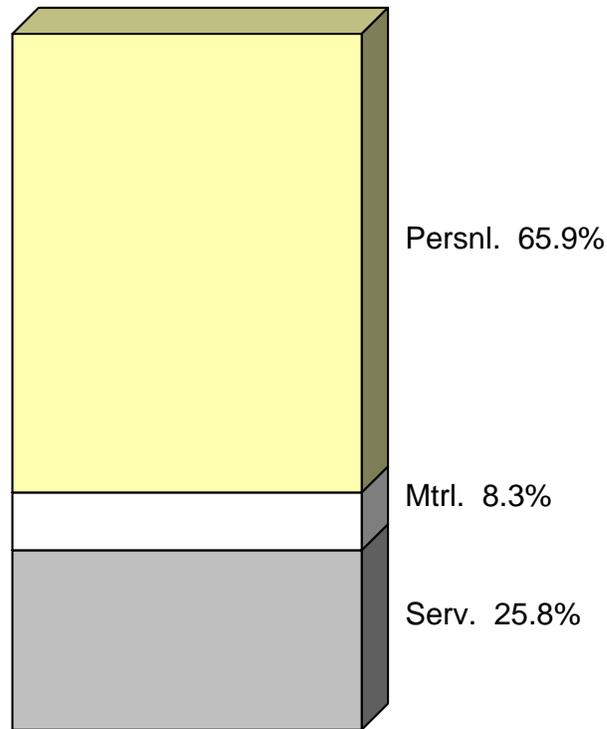
Reduced utilities allocation due to one year delay in cathodic protection program	-114,000
A vacant full time clerical position is eliminated due to budget constraints	-31,700

Performance Indicators

	<u>Actual 2002-03</u>	<u>Estimated 2003-04</u>	<u>Budget 2003-04</u>	<u>Budget 2004-05</u>
DEMAND				
Watershed acreage	9,994	9,994	9,994	9,994
Property line (miles)	75	75	75	75
Right of way (miles)	23	23	23	23
Miles of road maintained	16	16	16	16
Conduit and gatehouse valves	445	445	445	445
Miles of conduit	78	78	78	78
Vaults	245	245	245	245
Air release valves	240	240	240	240
Cathodic test stations	110	110	110	110
WORKLOAD				
Valves repaired	15	13	15	15
Valves operated manually	50	120	50	50
Air valves replaced	12	12	12	12
Conduit main leak repairs	12	7	12	12
Right of way mowed (miles)	18	19	18	18
Road maintenance (miles)	7	9	7	7
Forest stand improvement (acres)	90	171	90	90
Conduit modernization program:				
● Air valve flushings	40	39	40	40
● Main gate exercises	50	53	50	50
● Blow off inspections	20	61	20	20
● Cathodic station tests	55	64	55	55

DEPARTMENT OF ENVIRONMENTAL SERVICES
 WATER & LIGHTING – SUPPLY & MAINTENANCE DIVISION
 EXPENDITURE SUMMARY

	<u>Actual</u> 2002-03	<u>Estimated</u> 2003-04	<u>Amended</u> 2003-04	<u>Approved</u> 2004-05
Appropriation by Major Object				
Personnel Expenses	549,955	549,800	553,200	542,600
Materials & Supplies	66,013	66,900	66,900	68,300
Services	137,165	174,000	315,500	212,600
Other	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	753,133	790,700	935,600	823,500
Appropriation by Activity				
Water Supply & Maintenance	753,133	790,700	935,600	823,500
Employee Years by Activity				
Water Supply & Maintenance	14.1	14.8	14.8	13.8



DEPARTMENT OF ENVIRONMENTAL SERVICES
 WATER & LIGHTING – SUPPLY & MAINTENANCE DIVISION
 PERSONNEL SUMMARY

FULL TIME POSITIONS			
Br.	Title	Budget 2003-04	Approved 2004-05
25	Supt. Water Supply Maintenance	1	1
20	Corrosion Technician	0	1
9	Clerk II	1	0
65	Expediter	1	1
65	Sr. Maint. Mechanic/Water Supply	4	3
63	Water Supply Maint.Worker/Constr.	6	6
EMPLOYEE YEARS			
	Full Time	13.0	12.0
	Overtime	2.1	2.1
	Part Time, Temporary, Seasonal	0.0	0.0
	Less: Vacancy Allowance	<u>0.3</u>	<u>0.3</u>
	Total	14.8	13.8

DEPARTMENT OF ENVIRONMENTAL SERVICES
WATER & LIGHTING – WATER DISTRIBUTION DIVISION

The Division operates and maintains the water distribution system, including water mains, valves, hydrants, and connections.

Year-to-Year Comparison

	<u>2003-04</u>	<u>2004-05</u>	<u>Change</u>
Budget	4,201,200	4,260,200	59,000
Employee Years	76.0	75.0	-1.0

Change Detail

<u>Salary & Wage Adjustment</u>	<u>General Inflation</u>	<u>Chargebacks</u>	<u>Vacancy Allowance</u>	<u>Miscellaneous</u>	<u>Major Change</u>	<u>Total</u>
34,000	27,500	54,000	0	700	-57,200	59,000

Major Change

Vacant Assistant Superintendent/Water Distribution position is eliminated due to budget constraints -57,200

ADMINISTRATION

Administration manages the Water Distribution Division.

DISPATCH – R2010 Campaign #7 - Quality Service

The unit dispatches customer service calls to Water Distribution field personnel. The activity keeps records of valve, hydrant, and water main locations, and records the location of all maintenance performed on the water system. The unit receives customer service inquiries for the Office of Customer Satisfaction when their office is not staffed and provides routine evening and weekend communication capability for the Department during the summer months.

Performance Indicators

	<u>Actual 2002-03</u>	<u>Estimated 2003-04</u>	<u>Budget 2003-04</u>	<u>Budget 2004-05</u>
DEMAND				
Complaints received:				
● Water related	4,046	3,800	3,800	3,800
● Other	1,386	1,600	1,600	1,600
Customer service calls received for the Office of Customer Satisfaction	2,420	2,000	2,000	2,000
Stakeouts requests received*	13,908	14,500	14,500	14,500
Barricades and road plates ordered	2,486	2,600	2,600	2,600
WORKLOAD				
Complaints processed:				
● Water related	4,046	3,800	3,800	3,800
● Other	1,386	1,600	1,600	1,600
Customer service calls taken for the Office of Customer Satisfaction	2,420	2,000	2,000	2,000
Records updated	**	61,500	61,500	61,500
Stakeouts posted	26,672	31,000	31,000	31,000
Barricades and road plates installed	2,486	2,600	2,600	2,600

** - Not Available

*A single stakeout request may result in multiple stakeouts performed by the Technical Support Unit.

**DEPARTMENT OF ENVIRONMENTAL SERVICES
WATER & LIGHTING – WATER DISTRIBUTION DIVISION**

TECHNICAL SUPPORT – R2010 Campaign #7 - Quality Service

This unit locates and identifies water mains for construction projects, investigates leaks and dirty water complaints, performs stakeouts of street lighting facilities, operates valves, and inspects and installs water service connections. The evening and weekend shifts respond to emergency water problems and investigate citizen complaints.

Performance Indicators

	<u>Actual</u> 2002-03	<u>Estimated</u> 2003-04	<u>Budget</u> 2003-04	<u>Budget</u> 2004-05
DEMAND				
Investigations required	8,903	11,000	11,000	11,000
Stakeouts required	26,672	31,000	31,000	31,000
Valve operations required	2,753	3,500	3,500	3,500
WORKLOAD				
Investigations performed	8,903	11,000	11,000	11,000
Stakeouts performed	26,672	31,000	31,000	31,000
Valve operations conducted	2,753	3,500	3,500	3,500
Tap installations	**	50	50	50
Lawn and pavement inspections	1,657	2,000	2,000	2,000
Contractor inspections	**	300	300	300
Final inspections	**	5	5	5

** - Not Available

GRID REPAIR – R2010 Campaign #7 - Quality Service

This activity maintains and repairs the water grid system, including hydrants, mains, valves, valve boxes, and curb boxes. Defective components are repaired or replaced. Grid repair personnel shut off water services at the street connection as requested and repair water service connections.

Performance Indicators

	<u>Actual</u> 2002-03	<u>Estimated</u> 2003-04	<u>Budget</u> 2003-04	<u>Budget</u> 2004-05
DEMAND				
Water mains (miles)	598	598	598	598
Valves	19,383	19,383	19,550	19,383
Hydrants	7,287	7,287	7,290	7,287
Water services	61,200	61,200	61,200	61,200
Fire hydrant locks	7,287	7,200	7,290	7,287
WORKLOAD				
Hydrants:				
● Field repair to hydrants	**	1,000	1,000	1,000
● Hydrants replaced without excavation	79	75	75	75
● Complete settings replaced	150	200	200	225
● Hydrants rebuilt	0	2	2	2
● Hydrants inspected	3,185	3,600	3,600	3,600
● Hydrant locks maintained	3,600	7,287	7,290	7,287
● Hydrants painted	1,288	800	800	800
Water Mains:				
● Water mains repaired	67	50	50	50
Valves				
● Valve boxes cleaned	75	150	150	150
● Valve boxes reset/rehabilitated	**	250	250	250
● Valves replaced	16	30	30	30

DEPARTMENT OF ENVIRONMENTAL SERVICES
 WATER & LIGHTING – WATER DISTRIBUTION DIVISION

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Performance Indicators	<u>Actual 2002-03</u>	<u>Estimated 2003-04</u>	<u>Budget 2003-04</u>	<u>Budget 2004-05</u>
Services:				
● Services repaired	103	100	100	100
● Services replaced	348	400	400	400
● Curb boxes repaired	122	100	100	100
● Curb boxes replaced	238	200	200	200
Lawn/trench restorations	489	750	750	750

** - Not Available

METER SERVICE – R2010 Campaign #7 - Quality Service

This activity reads, repairs, and replaces residential, commercial, and industrial water meters. Personnel investigate high consumption reports, repair leaking meters, perform service turn-ons and shut-offs at residences and businesses, thaw frozen water services, and take special readings for house closings, high or low consumption reports, or upon customer request.

Performance Indicators	<u>Actual 2002-03</u>	<u>Estimated 2003-04</u>	<u>Budget 2003-04</u>	<u>Budget 2004-05</u>
DEMAND				
Water meters in system	60,942	60,770	61,200	60,800
WORKLOAD				
Meters read per year:				
● Quarterly customers	243,768	243,080	244,800	243,200
● Monthly customers	11,021	10,938	10,900	10,880
● Special reads	9,511	7,932	8,500	8,500
High consumption investigations	256	240	190	200
Meters replaced (remote-read)	2,035	1,600	2,217	2,217
Meters replaced (industrial)	219	130	200	200
Meters repaired	229	125	300	300
Meters activated/deactivated	1,410	1,530	1,400	1,450
Meters tested	2,225	1,800	2,400	2,400
Frozen water services thawed	17	15	10	15
Service leaks investigated	6	16	15	10
Attempted reads per day/reader	360	360	360	360
Reads per day/reader	346	349	350	350

HYDRAULIC MAINTENANCE – R2010 Campaign #7 - Quality Service

Hydraulic Maintenance performs preventative maintenance activities to ensure proper hydraulic and hygienic properties of the water distribution system. Activities include water main flushing, leak control, water waste surveys, sound surveys, master meter testing, flow and coefficient testing, and valve inspection and valve box maintenance.

Performance Indicators	<u>Actual 2002-03</u>	<u>Estimated 2003-04</u>	<u>Budget 2003-04</u>	<u>Budget 2004-05</u>
DEMAND				
Water mains (miles)	598	598	598	598
Valves	19,383	19,383	19,550	19,383
Hydrants	7,287	7,287	7,290	7,287
Master meters	13	13	13	13
Dead-end mains	30	30	30	30

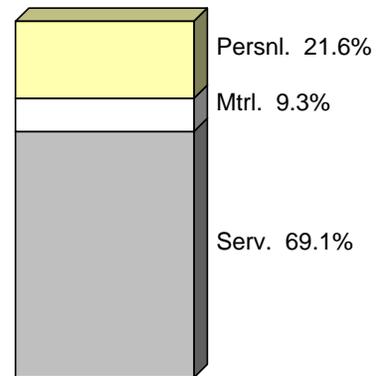
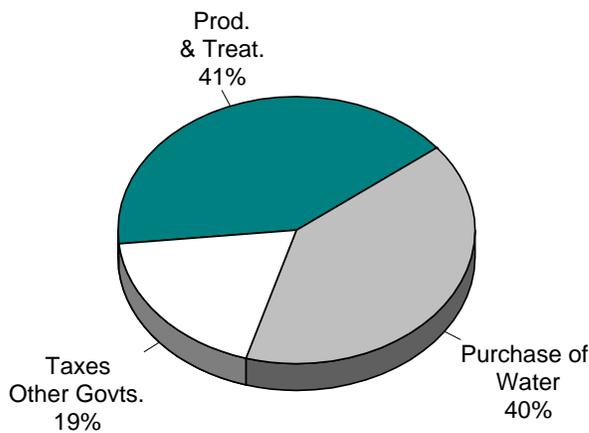
DEPARTMENT OF ENVIRONMENTAL SERVICES
WATER & LIGHTING – WATER DISTRIBUTION DIVISION

Performance Indicators	<u>Actual</u> <u>2002-03</u>	<u>Estimated</u> <u>2003-04</u>	<u>Budget</u> <u>2003-04</u>	<u>Budget</u> <u>2004-05</u>
WORKLOAD				
Hydrants, valves & services sound surveys	7,329	9,000	9,000	9,000
Water waste surveys:				
● Districts measured	0	0	8	8
● Master meters tested	0	0	4	4
● Flow & coefficient tests	57	0	100	100
Valve inspections	4,245	5,000	4,500	4,500
Water main flushing:				
● Miles of main - regular program	84.72	75.00	100.00	90.00
● Miles of main - dirty water complaints	14.05	7.70	8.50	8.50
● Miles of main - dead-end	30.00	30.00	30.00	30.00
Valves operated	1,192	1,050	1,100	1,100
RESULTS				
Leaks located	107	115	115	115
Estimated leakage eliminated (mgd)*	1.41	1.20	1.20	1.20
Estimated leak savings (\$)	191,574	201,500	202,000	202,000

*mgd = millions of gallons per day

DEPARTMENT OF ENVIRONMENTAL SERVICES
 WATER & LIGHTING – WATER DISTRIBUTION DIVISION
 EXPENDITURE SUMMARY

	Actual 2002-03	Estimated 2003-04	Amended 2003-04	Approved 2004-05
Appropriation by Major Object				
Personnel Expenses	2,735,558	2,764,400	2,849,000	2,825,800
Materials & Supplies	386,630	400,500	405,000	414,300
Services	971,741	947,500	947,200	1,020,100
Other	0	0	0	0
Total	4,093,929	4,112,400	4,201,200	4,260,200
Appropriation by Activity				
Administration	398,063	369,300	370,500	430,600
Dispatch	257,555	272,000	257,400	263,700
Technical Support	332,785	415,400	403,800	405,000
Grid Repair	1,923,102	1,907,300	1,939,100	1,982,300
Meter Services	701,758	683,000	730,400	665,400
Hydraulic Maintenance	480,666	465,400	500,000	513,200
Total	4,093,929	4,112,400	4,201,200	4,260,200
Employee Years by Activity				
Administration	2.0	2.0	2.0	2.0
Dispatch	7.0	8.6	6.8	6.8
Technical Support	10.0	9.9	11.0	11.0
Grid Repair	23.1	24.7	24.7	24.7
Meter Service	18.1	15.7	17.7	16.7
Hydraulic Maintenance	14.7	13.4	13.8	13.8
Total	74.9	74.3	76.0	75.0



**DEPARTMENT OF ENVIRONMENTAL SERVICES
WATER & LIGHTING – WATER DISTRIBUTION DIVISION
PERSONNEL SUMMARY**

FULL TIME POSITIONS				Admin- istration	Dispatch	Technical Support	Grid Repair	Meter Service	Hydraulic Maintenance
Br.	Title	Budget 2003-04	Approved 2004-05						
32	Manager of Water Distribution	1	1	1					
23	Asst. Superintendent Water Dist.	5	4				3		1
18	Supervising Water Dist. Technician	1	1						1
18	Supv. Meter Services Technician	2	2					2	
15	Senior Dispatcher	1	1		1				
11	Clerk I	1	1	1					
9	Clerk II with Typing	1	1				1		
7	Clerk III with Typing	1	1					1	
65	Sr. Maint. Mech./Water Grid	4	4				4		
64	Water Distribution Technician	24	24			9		9	6
64	Dispatcher	5	5		5				
62	Water Maint. Worker Construction	15	15				14		1
61	Meter Reader	4	4					4	
59	Water Maintenance Worker	6	6			1	1		4
EMPLOYEE YEARS									
Full Time		71.0	70.0	2.0	6.0	10.0	23.0	16.0	13.0
Overtime		5.8	5.8	0.0	0.9	1.2	2.2	1.0	0.5
Part Time, Temporary, Seasonal		0.6	0.6	0.0	0.0	0.0	0.0	0.0	0.6
Less: Vacancy Allowance		1.4	1.4	0.0	0.1	0.2	0.5	0.3	0.3
Total		76.0	75.0	2.0	6.8	11.0	24.7	16.7	13.8

DEPARTMENT OF ENVIRONMENTAL SERVICES
WATER & LIGHTING – STREET LIGHTING DIVISION

7-65

This unit oversees the City's street lighting system. Street Lighting functions as liaison with Rochester Gas and Electric Corporation (RG&E), which owns and operates most of the system. Employees of the City and of Rochester Gas & Electric work together to replace damaged or obsolete poles and arrange for upgrading of lighting where necessary. The unit designs street lighting reconstruction projects and reviews street lighting specifications in reconstruction projects designed by consultants. It supervises maintenance and operation of City-owned street lighting facilities and investigates street lighting problems and complaints.

Year-to-Year Comparison

	<u>2003-04</u>	<u>2004-05</u>	<u>Change</u>
Budget	4,336,100	4,299,800	-36,300
Employee Years	5.4	4.3	-1.1

Change Detail

<u>Salary & Wage Adjustment</u>	<u>General Inflation</u>	<u>Chargebacks</u>	<u>Vacancy Allowance</u>	<u>Miscellaneous</u>	<u>Major Change</u>	<u>Total</u>
6,000	11,400	2,400	0	0	-56,100	-36,300

Major Change

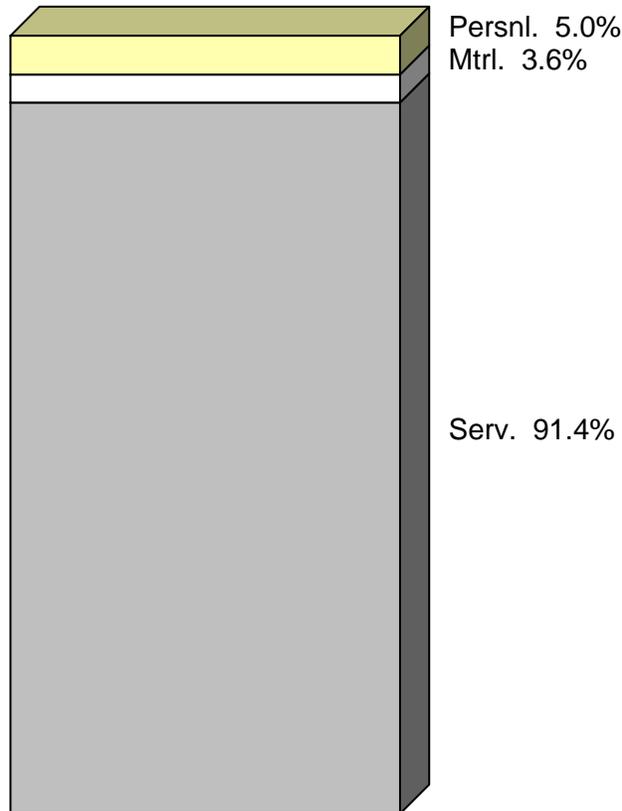
A full time Engineering position transfers to Bureau of Architecture and Engineering	-56,100
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Performance Indicators

	<u>Actual 2002-03</u>	<u>Estimated 2003-04</u>	<u>Budget 2003-04</u>	<u>Budget 2004-05</u>
DEMAND				
City maintained lights	11,326	12,371	12,900	13,000
RG&E maintained lights	15,125	14,832	14,700	14,600
Calls for service	4,586	5,185	4,650	5,000
WORKLOAD				
Work orders issued - maintenance	2,458	2,699	2,400	2,800
Work orders issued - capital projects	158	200	350	300
Complaints referred to RG&E	1,466	1,829	1,500	1,800
Pole knockdowns	218	220	200	225
Conduit repairs	79	72	75	75
Lighting Requests/Investigations	119	119	125	125
Inadequate lighting complaints	35	35	35	35

**DEPARTMENT OF ENVIRONMENTAL SERVICES
WATER & LIGHTING – STREET LIGHTING DIVISION
EXPENDITURE SUMMARY**

	<u>Actual 2002-03</u>	<u>Estimated 2003-04</u>	<u>Amended 2003-04</u>	<u>Approved 2004-05</u>
Appropriation by Major Object				
Personnel Expenses	308,422	272,000	266,900	216,800
Materials & Supplies	124,530	151,400	149,400	152,800
Services	3,944,094	3,834,300	3,919,800	3,930,200
Other	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	4,377,046	4,257,700	4,336,100	4,299,800
Appropriation by Activity				
Street Lighting	4,377,046	4,257,700	4,336,100	4,299,800
Employee Years by Activity				
Street Lighting	6.4	5.4	5.4	4.3



DEPARTMENT OF ENVIRONMENTAL SERVICES
 WATER & LIGHTING – STREET LIGHTING DIVISION
 PERSONNEL SUMMARY

FULL TIME POSITIONS			
Br.	Title	Budget 2003-04	Approved 2004-05
26	Street Light. Program Coordinator	1	1
24	Engineer II	1	0
23	St. Light. Maintenance/Operations Coord.	1	1
12	Engineering Technician	1	1
9	Clerk II with Typing	1	1
EMPLOYEE YEARS			
	Full Time	5.0	4.0
	Overtime	0.0	0.0
	Part Time, Temporary, Seasonal	0.5	0.4
	Less: Vacancy Allowance	<u>0.1</u>	<u>0.1</u>
	Total	5.4	4.3

**DEPARTMENT OF ENVIRONMENTAL SERVICES
WATER & LIGHTING – PARKING METER OPERATIONS**

This unit maintains the City's on-street parking meters, installs new meters, and performs meter revenue collection on a daily basis.

Year-to-Year Comparison

	<u>2003-04</u>	<u>2004-05</u>	<u>Change</u>
Budget	159,800	164,500	4,700
Employee Years	4.1	4.1	0.0

Change Detail

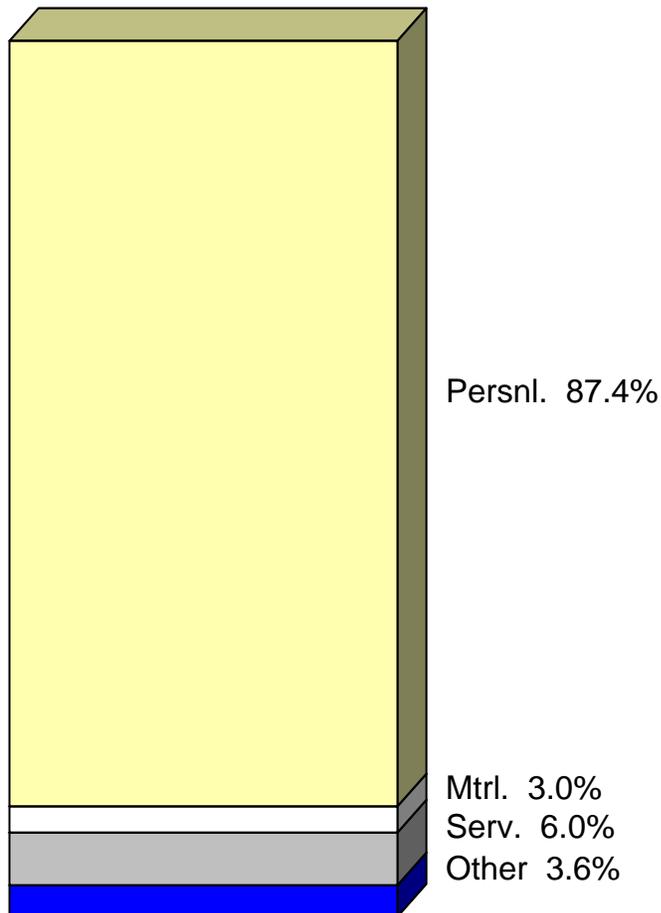
<u>Salary & Wage Adjustment</u>	<u>General Inflation</u>	<u>Chargebacks</u>	<u>Vacancy Allowance</u>	<u>Miscellaneous</u>	<u>Major Change</u>	<u>Total</u>
1,200	100	3,400	0	0	0	4,700

Performance Indicators

	<u>Actual 2002-03</u>	<u>Estimated 2003-04</u>	<u>Budget 2003-04</u>	<u>Budget 2004-05</u>
DEMAND				
Street meters	1,427	1,427	1,415	1,427
WORKLOAD				
Meters installed/replaced	197	145	150	150

DEPARTMENT OF ENVIRONMENTAL SERVICES
 WATER & LIGHTING – PARKING METER OPERATIONS
 EXPENDITURE SUMMARY

	<u>Actual</u> 2002-03	<u>Estimated</u> 2003-04	<u>Amended</u> 2003-04	<u>Approved</u> 2004-05
Appropriation by Major Object				
Personnel Expenses	130,141	140,400	142,500	143,700
Materials & Supplies	3,872	4,800	4,800	4,900
Services	7,044	7,500	6,500	9,900
Other	5,997	6,000	6,000	6,000
Total	<u>147,054</u>	<u>158,700</u>	<u>159,800</u>	<u>164,500</u>
Appropriation by Activity				
Parking Meter Operations	147,054	158,700	159,800	164,500
Employee Years by Activity				
Parking Meter Operations	4.0	4.1	4.1	4.1



DEPARTMENT OF ENVIRONMENTAL SERVICES
 WATER & LIGHTING – PARKING METER OPERATIONS
 PERSONNEL SUMMARY

FULL TIME POSITIONS			
Br.	Title	Budget 2003-04	Approved 2004-05
18	Supervising Parking Meter Mechanic	1	1
10	Parking Meter Mechanic	3	3
EMPLOYEE YEARS			
	Full Time	4.0	4.0
	Overtime	0.1	0.1
	Part Time, Temporary, Seasonal	0.0	0.0
	Less: Vacancy Allowance	<u>0.0</u>	<u>0.0</u>
	Total	4.1	4.1

DEPARTMENT OF ENVIRONMENTAL SERVICES
 WATER & LIGHTING – WATER FIXED CHARGES

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This section includes operating expenditures for the water supply system that cannot be directly attributed to an operating unit.

Year-to-Year Comparison

	<u>2003-04</u>	<u>2004-05</u>	<u>Change</u>
Budget	7,727,700	8,035,700	308,000

Change Detail

<u>Salary & Wage Adjustment</u>	<u>General Inflation</u>	<u>Chargebacks</u>	<u>Vacancy Allowance</u>	<u>Miscellaneous</u>	<u>Major Change</u>	<u>Total</u>
0	0	68,000	0	0	240,000	308,000

Major Change

Increase allowance for uncollectible expense	240,000
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ALLOWANCE FOR UNCOLLECTIBLES

The allowance for uncollectibles is an estimate of the delinquent amount of water charges that are not paid within two years.

	<u>Actual 2002-03</u>	<u>Estimated 2003-04</u>	<u>Budget 2003-04</u>	<u>Budget 2004-05</u>
Delinquent amount	\$5,199,283	\$5,200,000	\$5,200,000	\$5,600,000
Estimated percentage of uncollectibles	<u>28.92</u>	<u>30.00</u>	<u>30.00</u>	<u>32.00</u>
	\$1,504,066	\$1,560,000	\$1,560,000	\$1,800,000

ADMINISTRATIVE CHARGEBACKS

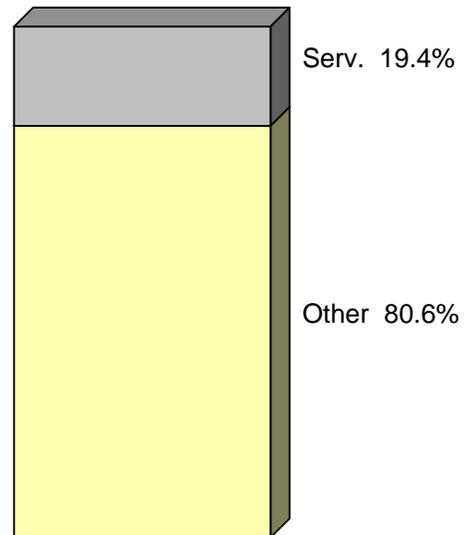
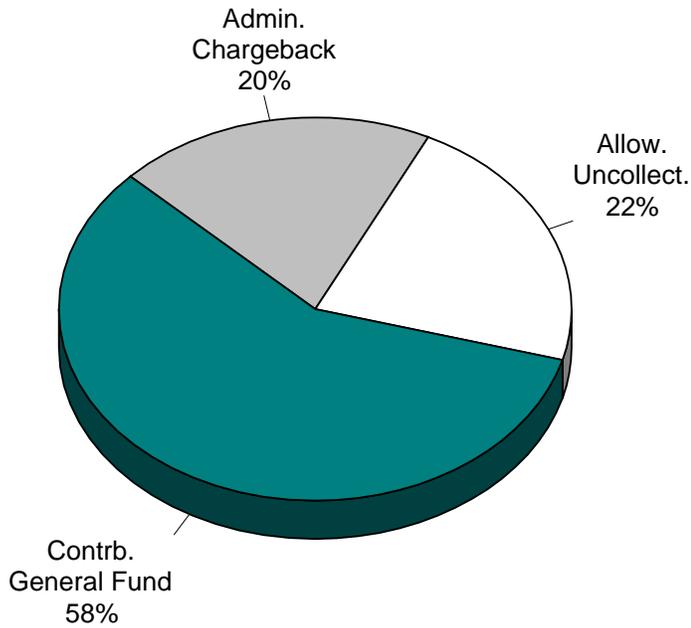
The administrative chargeback is an interfund charge that reimburses the General Fund for general administrative services provided to the enterprise funds, based on an indirect cost allocation formula. The administrative chargeback to the Water Fund for 2004-05 represents 7.9 percent of total Water Fund expenses incurred in 2002-03.

CONTRIBUTION TO THE GENERAL FUND

The Water Fund makes a contribution to the General Fund as payment in lieu of taxes on the Water Fund capital plant and as a return on investment.

**DEPARTMENT OF ENVIRONMENTAL SERVICES
WATER & LIGHTING – WATER FIXED CHARGES
EXPENDITURE SUMMARY**

	Actual <u>2002-03</u>	Estimated <u>2003-04</u>	Amended <u>2003-04</u>	Approved <u>2004-05</u>
Appropriation by Major Object				
Personnel Expenses	0	0	0	0
Materials & Supplies	0	0	0	0
Services	1,268,400	1,489,200	1,489,200	1,557,200
Other	<u>6,182,566</u>	<u>6,238,500</u>	<u>6,238,500</u>	<u>6,478,500</u>
Total	<u>7,450,966</u>	<u>7,727,700</u>	<u>7,727,700</u>	<u>8,035,700</u>
Appropriation by Activity				
Allowance for Uncollectibles	1,504,066	1,560,000	1,560,000	1,800,000
Administrative Chargeback	1,268,400	1,489,200	1,489,200	1,557,200
Contribution to the General Fund	<u>4,678,500</u>	<u>4,678,500</u>	<u>4,678,500</u>	<u>4,678,500</u>
Total	<u>7,450,966</u>	<u>7,727,700</u>	<u>7,727,700</u>	<u>8,035,700</u>



The Bureau of Equipment Services maintains and repairs most City motor vehicles and provides fuel for the entire fleet.

Objective	R2010 Campaigns Supported	Projected Completion
Implement enhanced New York State vehicle inspection program for City fleet	#7 - Quality Service	First Quarter

Year-to-Year Comparison

	<u>2003-04</u>	<u>2004-05</u>	<u>Change</u>
Budget	4,187,000	3,277,000	-910,000
Employee Years	77.3	74.2	-3.1

Change Detail

<u>Salary & Wage Adjustment</u>	<u>General Inflation</u>	<u>Chargebacks</u>	<u>Vacancy Allowance</u>	<u>Miscellaneous</u>	<u>Major Change</u>	<u>Total</u>
56,600	75,100	-943,300	0	6,000	-104,400	-910,000

Major Change

Eliminate three vacant vehicle maintenance positions due to budget constraints	-87,200
Productivity improvements result in savings	-27,800
Increase allocation for fuel due to rising consumption	25,700
Reduce parts allocation due to budget constraints	-15,100

FLEET MANAGEMENT

This activity manages the Bureau of Equipment Services and administers the City fleet and related equipment facilities.

REPAIR – R2010 Campaign #7 - Quality Service

Repair maintains and repairs City vehicles, except for Fire Department vehicles. Work includes preventive maintenance, mechanical repair, body and fender repair, tire repair, and welding.

Performance Indicators

	<u>Actual</u> <u>2002-03</u>	<u>Estimated</u> <u>2003-04</u>	<u>Budget</u> <u>2003-04</u>	<u>Budget</u> <u>2004-05</u>
DEMAND				
Units maintained	1,265	1,200	1,200	1,200
Service requests:				
● Repair orders	15,170	15,900	15,000	16,000
● Tire orders	2,000	1,750	2,300	1,800
WORKLOAD				
Repair hours	65,500	68,500	64,000	60,500
Road calls:				

DEPARTMENT OF ENVIRONMENTAL SERVICES
BUREAU OF EQUIPMENT SERVICES

Performance Indicators

	Actual <u>2002-03</u>	Estimated <u>2003-04</u>	Budget <u>2003-04</u>	Budget <u>2004-05</u>
● Towing service	792	650	630	650
● Repair service	2,140	2,400	2,200	2,400
● Tire repair	346	480	430	425

FUELING – R2010 Campaign #7 - Quality Service

This activity distributes fuel to City vehicles and some Monroe County and Federal vehicles. Distribution is controlled by an automated fueling system that monitors fuel use by vehicle and driver.

Performance Indicators

	Actual <u>2002-03</u>	Estimated <u>2003-04</u>	Budget <u>2003-04</u>	Budget <u>2004-05</u>
WORKLOAD				
Fuel purchased:				
● Unleaded fuel (gallons)	728,270	682,750	719,500	714,000
● Diesel fuel (gallons)	553,000	561,591	529,000	560,000

PARTS – R2010 Campaign #7 - Quality Service

This unit maintains parts, materials, and supplies used for the repair and maintenance of City vehicles. It operates the parts room and machine shop, rebuilds used parts, and operates the computerized parts inventory system.

Performance Indicators

	Actual <u>2002-03</u>	Estimated <u>2003-04</u>	Budget <u>2003-04</u>	Budget <u>2004-05</u>
DEMAND				
Parts inventory value (\$)	725,000	603,580	713,000	650,000
Parts lines	5,950	5,322	5,900	5,600
Requests for parts	61,000	67,000	60,000	68,000
Machine shop repairs and fabrication requests received	664	490	300	500
Contracts requested	170	170	170	180
WORKLOAD				
Parts issued	57,000	67,000	60,000	68,000
Machine shop repair and fabrication orders completed	664	490	300	500
Contracts maintained	170	170	170	180

DEPARTMENT OF ENVIRONMENTAL SERVICES
BUREAU OF EQUIPMENT SERVICES

7-75

Program Change

Full cost recovery of services is instituted, resulting in higher motor equipment chargebacks.

Chargebacks

<u>Department/Bureau</u>	<u>2003-04</u>	<u>2004-05</u>	<u>Department/Bureau</u>	<u>2003-04</u>	<u>2004-05</u>
			ENVIRONMENTAL SERVICES		
CITY COUNCIL	1000	900	Commissioner	27,500	37,800
AND CLERK			Architecture & Engineering	10,300	12,400
			Operations	2,840,700	3,446,000
ADMINISTRATION			Water & Lighting	209,500	303,600
Mayor's Office	8,500	9,600	Equipment Services	<u>45,000</u>	<u>66,000</u>
Audit & Review	300	0	TOTAL:	3,133,000	3,865,800
Budget	400	200			
Human Resource Mgmt.	500	300	EMERGENCY COMMUNICATIONS		
Communications	800	1,000		2,000	3,000
NET	200	200			
Pathways to Peace	200	0	POLICE	1,151,000	1,736,000
Law	<u>100</u>	<u>100</u>			
TOTAL:	11,000	11,400	FIRE	30,000	126,000
FINANCE			LIBRARY		
Director's Office	400	500	Central Library	10,300	18,000
Treasury	3,500	4,200	Community Library	<u>5,000</u>	<u>7,200</u>
Assessment	100	100	TOTAL:	15,300	25,200
Purchasing	800	600			
Information Systems	<u>4,800</u>	<u>1,800</u>	PARKS, RECREATION AND HUMAN SERVICES		
TOTAL:	9,600	7,200	Commissioner	7,500	4,800
			Parks & Recreation*	171,100	289,000
COMMUNITY DEVELOPMENT	2,100	4,200	Special Services	28,200	55,800
			Human Services	<u>100</u>	<u>100</u>
			TOTAL:	206,900	349,700
ECONOMIC DEVELOPMENT					
Administration	3,700	3,400	CITY TOTAL	4,567,600	6,134,600
Municipal Parking	<u>2,000</u>	<u>1,800</u>	Interfund	2,497,600	3,091,200
TOTAL:	5,700	5,200	Intrafund	2,070,000	3,043,400
			CITY TOTAL	4,567,600	6,134,600

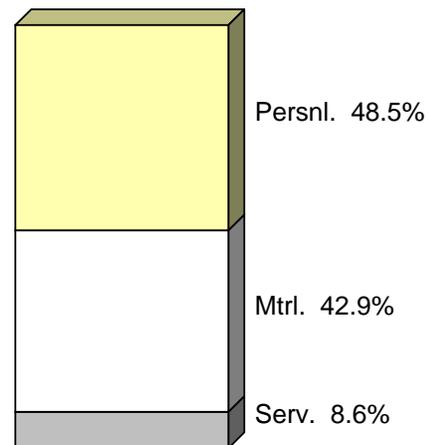
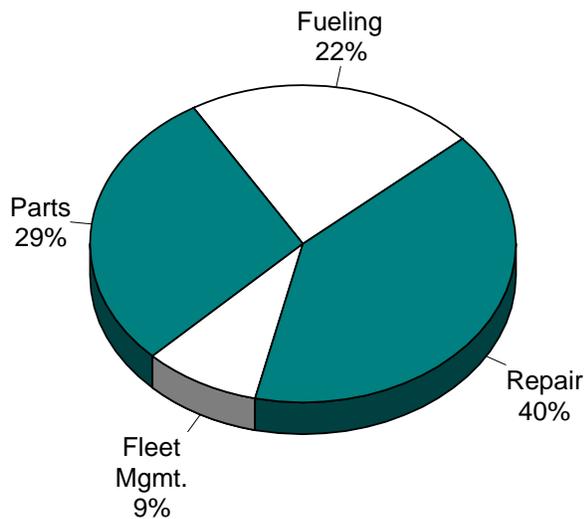
DEPARTMENT OF ENVIRONMENTAL SERVICES
BUREAU OF EQUIPMENT SERVICES
EXPENDITURE SUMMARY

	Actual <u>2002-03</u>	Estimated <u>2003-04</u>	Amended <u>2003-04</u>	Approved <u>2004-05</u>
Appropriation by Major Object				
Personnel Expenses	3,055,292	3,123,400	3,100,400	3,069,800
Materials & Supplies	2,522,003	2,734,600	2,660,800	2,709,100
Services	559,485	503,200	495,800	541,500
Other	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	6,136,780	6,361,200	6,257,000	6,320,400
Less: Intrafund Credit*	<u>2,080,971</u>	<u>2,311,400</u>	<u>2,070,000</u>	<u>3,043,400</u>
Total	4,055,809	4,049,800	4,187,000	3,277,000

Appropriation by Activity				
Fleet Management	557,753	497,200	486,300	528,700
Repair	2,507,553	2,594,600	2,558,100	2,534,500
Fueling	1,227,858	1,414,700	1,339,900	1,401,400
Parts	<u>1,843,616</u>	<u>1,854,700</u>	<u>1,872,700</u>	<u>1,855,800</u>
Total	6,136,780	6,361,200	6,257,000	6,320,400
Less: Intrafund Credit*	<u>2,080,971</u>	<u>2,311,400</u>	<u>2,070,000</u>	<u>3,043,400</u>
Total	4,055,809	4,049,800	4,187,000	3,277,000

Employee Years by Activity				
Fleet Management	6.4	6.4	6.3	6.3
Repair	61.9	61.3	60.3	57.1
Fueling	1.0	1.1	1.1	1.1
Parts	<u>9.6</u>	<u>9.2</u>	<u>9.6</u>	<u>9.7</u>
Total	78.9	78.0	77.3	74.2

*Reflects chargeback for motor equipment service.



DEPARTMENT OF ENVIRONMENTAL SERVICES
BUREAU OF EQUIPMENT SERVICES
PERSONNEL SUMMARY

FULL TIME POSITIONS			Fleet Management	Repair	Fueling	Parts	
Br.	Title	Budget 2003-04					Approved 2004-05
33	Director of Fleet Services	1	1				
29	Assistant Director of Fleet Services	1	1	1			
25	Fleet Maintenance Manager	1	1	1			
25	Parts & Materials Manager	1	1			1	
24	Senior Administrative Analyst	1	1	1			
23	Asst. Fleet Maintenance Manager	2	2	2			
23	Production Control Specialist	0	1	1			
21	Parts Supervisor	1	1			1	
21	Production Controller	1	0				
20	Executive Assistant	1	1	1			
19	Mechanic Supervisor	4	4	4			
17	Heavy Mechanic I	3	3	3			
17	Senior Auto Welder	1	1	1			
15	Auto Welder	1	1	1			
15	Heavy Mechanic II	24	22	22			
14	Senior Auto Parts Clerk	2	2			2	
13	Administrative Secretary	1	1	1			
11	Auto Parts Clerk	4	4			4	
9	Clerk II with Typing	2	2	2			
65	Auto Body Repairer	3	3	3			
65	Auto Machinist	1	1			1	
63	Sr. Auto Maintenance Mechanic	10	10	10			
61	Tire Repairer	2	2	2			
60	Automotive Maintenance Mechanic	4	3	3			
57	Garage Attendant	1	1			1	
EMPLOYEE YEARS							
Full Time		73.0	70.0	6.0	54.0	1.0	9.0
Overtime		6.3	6.1	0.0	5.0	0.1	1.0
Part Time, Temporary, Seasonal		0.3	0.3	0.3	0.0	0.0	0.0
Less: Vacancy Allowance		<u>2.3</u>	<u>2.2</u>	<u>0.0</u>	<u>1.9</u>	<u>0.0</u>	<u>0.3</u>
Total		77.3	74.2	6.3	57.1	1.1	9.7

Purpose

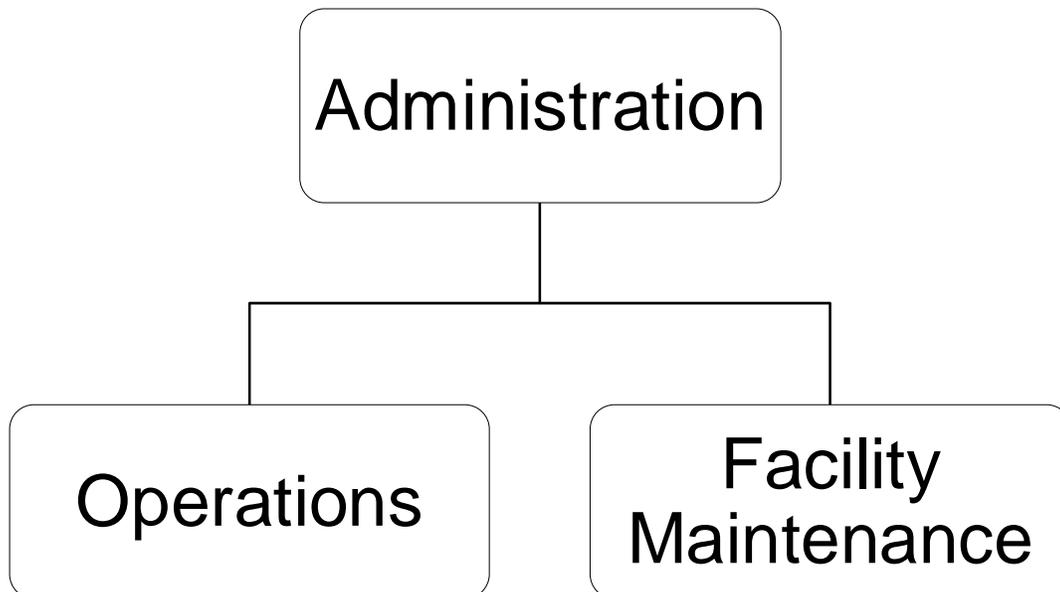
The Emergency Communications Department provides communications services to the City Police and Fire Departments, the Monroe County Sheriff, various town and village police departments, ambulance corps, and other fire departments in Monroe County. It provides emergency service from initial citizen request through dispatch and provides related communications services for field personnel.

The Emergency Communications Department also coordinates the 911 Emergency Communications System contract with Monroe County. Under the terms of that agreement, the City operates the Center, which receives all 911 calls, and dispatches police, fire, and emergency medical service for participating agencies.

Expenditures for Administration and Operations activities are reimbursed by Monroe County. The City funds the Facility Maintenance activity.

Organization

The Emergency Communications Department is organized into three activities: Administration, Operations, and Facility Maintenance.



The 2004-05 work plan includes the following:

Objective	R2010 Campaigns Supported	Projected Completion
Complete interface with new Rochester Fire Department Records Management System	#3 - Health, Safety & Responsibility #7 - Quality Service	First Quarter
Complete interface with new Monroe County Sheriff's Records Management System	#3 - Health, Safety & Responsibility #5 - Regional Partnerships #7 - Quality Service	Second Quarter
Install Pictometry aerial imaging software to workstations	#3 - Health, Safety & Responsibility #5 - Regional Partnerships #7 - Quality Service	Second Quarter
Install Traffic and Criminal Software (TraCs) database linking mobile data terminals in police vehicles to the New York State database	#3 - Health, Safety & Responsibility #5 - Regional Partnerships #7 - Quality Service	Third Quarter

Year-to-Year Comparison

	Budget <u>2003-04</u>	Budget <u>2004-05</u>	<u>Change</u>	Percent <u>Change</u>
<u>Main Functions</u>				
Administration	415,700	421,400	5,700	1.4%
Operations	7,425,000	7,725,900	300,900	4.1%
Facility Maintenance	<u>178,200</u>	<u>179,100</u>	<u>900</u>	0.5%
Total	8,018,900	8,326,400	307,500	3.8%
Employee Years	181.6	182.9	1.3	0.7%

Change Detail

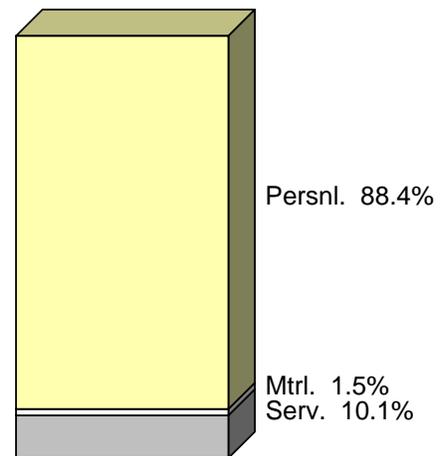
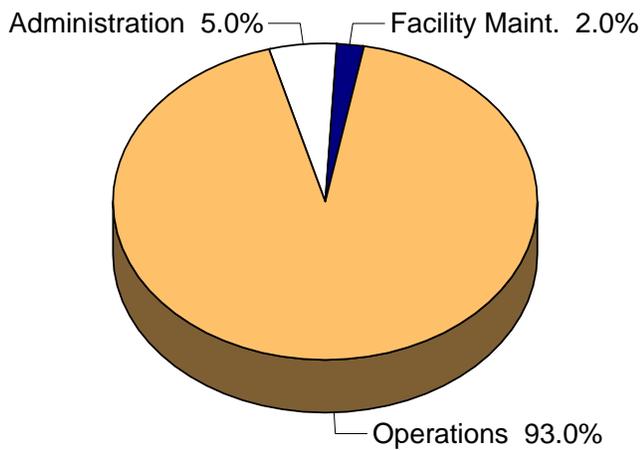
Salary & Wage <u>Adjustment</u>	General <u>Inflation</u>	<u>Chargebacks</u>	Vacancy <u>Allowance</u>	<u>Miscellaneous</u>	<u>Major Change</u>	<u>Total</u>
224,000	35,500	-14,900	0	0	62,900	307,500

Major Change

Funds increase to support additional overtime expense	33,000
One-time allocation is provided to replace obsolete pagers	20,000
Funds are added to provide maintenance contract for building security system	11,000
Productivity improvements result in savings	-1,100

**EMERGENCY COMMUNICATIONS DEPARTMENT
EXPENDITURE SUMMARY**

	<u>Actual 2002-03</u>	<u>Estimated 2003-04</u>	<u>Amended 2003-04</u>	<u>Approved 2004-05</u>
Appropriation by Major Object				
Personnel Expenses	6,863,317	7,122,000	7,103,500	7,360,500
Materials & Supplies	99,511	91,400	101,600	124,100
Services	808,589	762,600	813,800	841,800
Other	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	<u>7,771,417</u>	<u>7,976,000</u>	<u>8,018,900</u>	<u>8,326,400</u>
Appropriation by Activity				
Administration	347,199	397,900	415,700	421,400
Operations	7,236,667	7,427,900	7,425,000	7,725,900
Facility Maintenance	<u>187,551</u>	<u>150,200</u>	<u>178,200</u>	<u>179,100</u>
Total	<u>7,771,417</u>	<u>7,976,000</u>	<u>8,018,900</u>	<u>8,326,400</u>
Employee Years by Activity				
Administration	6.6	6.7	7.0	7.0
Operations	<u>172.8</u>	<u>175.5</u>	<u>174.6</u>	<u>175.9</u>
Total	<u>179.4</u>	<u>182.2</u>	<u>181.6</u>	<u>182.9</u>



ADMINISTRATION

This activity manages the Emergency Communications Department. It prepares and monitors the budget and performs planning, personnel, purchasing, and research functions. This activity works with all subscriber agencies to coordinate procedures and systems.

OPERATIONS – R2010 Campaign #3 - Health, Safety & Responsibility

This activity receives emergency calls from the public that require response by the City Police and Fire Departments, the Monroe County Sheriff, 11 town and village police departments, and 36 fire districts in Monroe County. The unit dispatches appropriate emergency vehicles and personnel and furnishes necessary radio communications with field personnel. This activity provides primary and in-service training for the personnel who receive and dispatch calls.

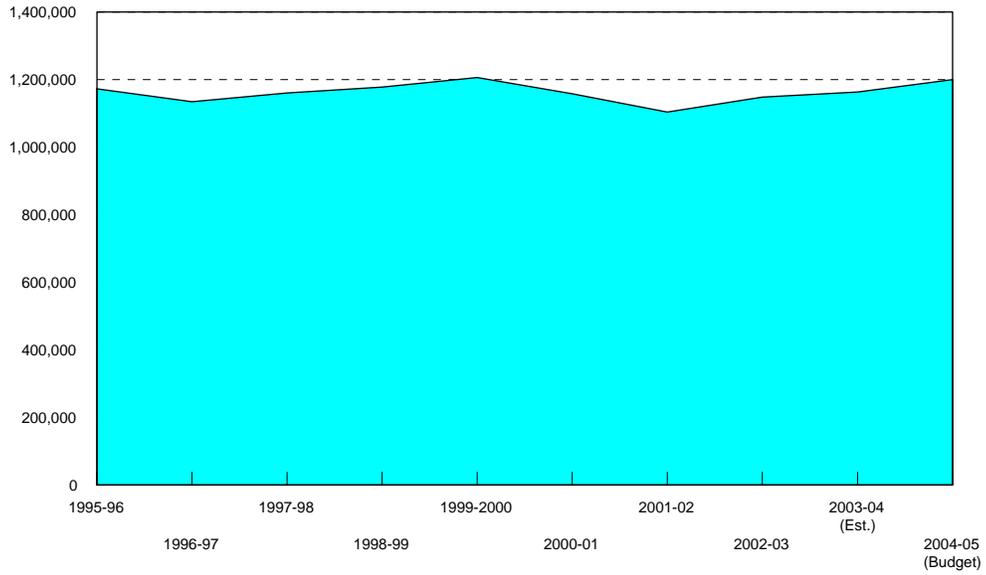
Program Change

Dispatched police calls decrease as some police agencies no longer respond along with routine ambulance calls.

Performance Indicators

	<u>Actual 2002-03</u>	<u>Estimated 2003-04</u>	<u>Budget 2003-04</u>	<u>Budget 2004-05</u>
DEMAND				
Calls received	1,148,108	1,162,837	1,201,035	1,200,000
WORKLOAD				
Calls dispatched:				
● Police	617,024	618,929	630,638	611,000
● Fire	70,276	69,304	65,529	77,000
● Emergency medical service	85,849	87,119	83,600	92,000
● Police-initiated dispatch	<u>391,724</u>	<u>389,544</u>	<u>388,818</u>	<u>389,000</u>
	<u>1,164,873</u>	<u>1,164,896</u>	<u>1,168,585</u>	<u>1,169,000</u>

Calls Received



FACILITY MAINTENANCE

This activity includes expenditures associated with maintenance of the Emergency Communications Center, including utilities, refuse collection, snow removal, and general building and grounds maintenance.

EMERGENCY COMMUNICATIONS DEPARTMENT
PERSONNEL SUMMARY

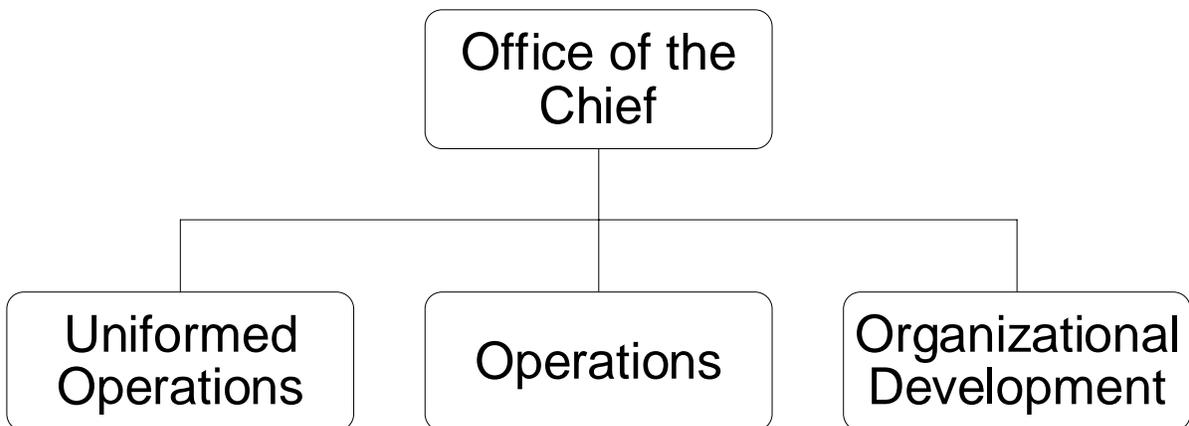
FULL TIME POSITIONS				Adminis- tration	Operations
Br.	Title	Budget 2003-04	Approved 2004-05		
35	ECC Director	1	1	1	
32	Deputy Director - ECC	1	1		1
26	911 Operations Manager	3	3		3
21	Shift Supervisor	12	12		12
200	ECC Trainer	1	1		1
200	CAD Information System Specialist	1	1		1
20	Executive Assistant	1	1	1	
190	EMD Quality Improvement Coord. II	2	2		2
170	Dispatcher II	27	27		27
16	Administrative Assistant	1	1	1	
150	Dispatcher I	71	71		71
15	Secretary to the Director	1	1	1	
12	Communications Research Assistant	1	1	1	
110	Telecommunicator	38	38		38
110	Telecommunicator Bilingual	1	1		1
7	Clerk III with Typing	1	1	1	
3	Research Technician	1	1	1	
EMPLOYEE YEARS					
	Full Time	164.0	164.0	7.0	157.0
	Overtime	16.7	17.9	0.0	17.9
	Part Time, Temporary, Seasonal	3.4	3.5	0.0	3.5
	Less: Vacancy Allowance	<u>2.5</u>	<u>2.5</u>	<u>0.0</u>	<u>2.5</u>
	Total	181.6	182.9	7.0	175.9

Purpose

The Police Department protects and preserves public safety through crime prevention patrol, investigation of reported offenses, and apprehension of offenders.

Organization

The Police Department is organized into the Office of the Chief, and three bureaus: Uniformed Operations, Investigations, and Organizational Development.



POLICE DEPARTMENT

The Department comprises three Bureaus, each reporting to a Deputy Chief: the Investigations Bureau, which includes the Central Investigation Division and Special Investigation Section; the Uniformed Operations Bureau, and the Organizational Development Bureau. The Office of the Chief provides overall departmental management and planning.

Highlights of the Department's 2004-05 work program are presented below. Additional information for each bureau is included in the sections that follow.

Division	Highlights	R2010 Campaigns Supported	Projected Completion
Office of the Chief	Complete reorganization to Eastside/Westside patrol divisions	#3 - Health, Safety, and Responsibility #7 - Quality Service	First Quarter
Bureau of Uniform Operations	Complete reorganization to Eastside/Westside patrol divisions	#3 - Health, Safety, and Responsibility #7 - Quality Service	First Quarter
Investigations Division	Complete reorganization of supervisory structure for managing field investigations	#3 - Health, Safety, and Responsibility #7 - Quality Service	Second Quarter

Year-to-Year Comparison

Division	Budget 2003-04	Budget 2004-05	Change	Percent Change
Office of the Chief	3,427,000	4,080,600	653,600	19.1%
Uniformed Operations	40,466,400	40,080,800	-385,600	-1.0%
Investigations	15,476,200	8,777,300	-6,698,900	-43.3%
Organizational Development	<u>3,400,200</u>	<u>10,687,700</u>	<u>7,287,500</u>	214.3%
Total	62,769,800	63,626,400	856,600	1.4%
Employee Years	915.0	912.1	-2.9	-0.3%

Change Detail

Salary & Wage Adjustment	General Inflation	Chargebacks	Vacancy Allowance	Miscellaneous	Major Change	Total
1,696,600	81,400	469,600	-867,600	2,200	-525,600	856,600

Major Change

As proposed by the Mayor:

Funding added for County chargeback of unarraigned prisoners costs	1,000,000
Funding for Fall Recruit Class	837,900
One time amendment to fund anti-violence initiative does not recur	-830,000
One time Federal Homeland Security Grant to fund overtime does not recur	-492,700
Reduction to professional services & equipment maintenance due to budget constraints	-293,400
Six vacant civilian full time positions are eliminated due to budget constraints	-223,500

Major Change

Project Safe Neighborhood grant expires	-208,100
One-time COPS grant expires	-144,200
One-time appropriation of forfeiture funds for the Greater Rochester Area Narcotics Enforcement Team does not recur	-141,000
Two full time and four part time civilian Police Evidence Technician positions added to enable officers to remain in patrol activity	140,500
Weed & Seed Year 6 funding expires	-116,600
Funding to supplies and materials is reduced due to budget constraints	-106,700
Productivity improvements result in savings	-85,500
Funds are added for retired police officers to perform recruits backgrounds, enabling officers to remain in patrol activity	60,000
One vacant uniformed position in Technician Unit is eliminated as duties assigned end	-55,000
Two part time civilian positions added to support Animal Control and Patrol	29,700
Law Enforcement Block Grant expires	-10,000
□ As amended by City Council:	
Funding provided for additional participants in the Fall Recruit Class	113,000

Assignment of Authorized Positions
1995-96 to 2004-05

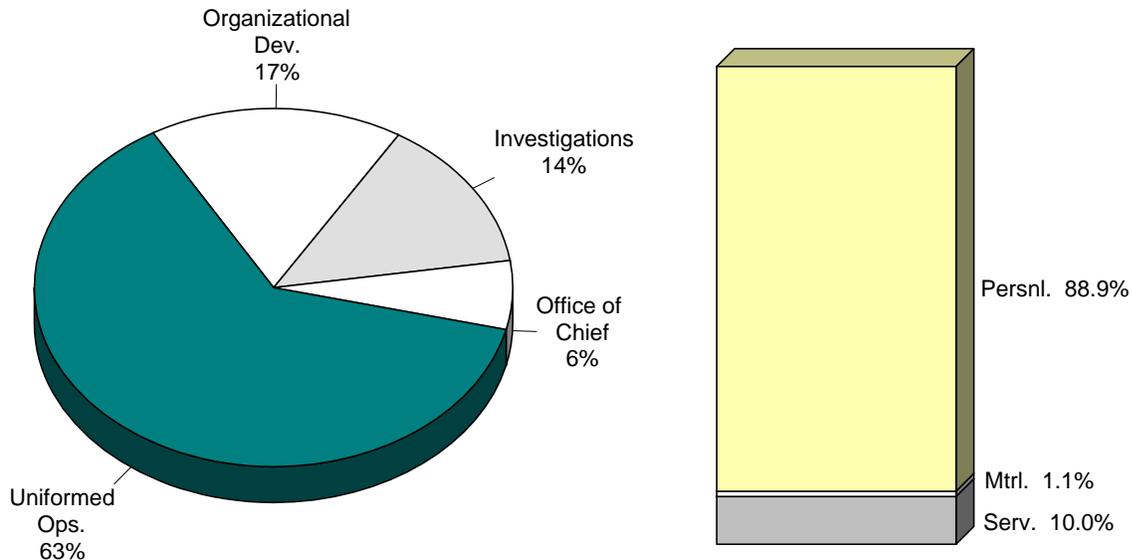
Year	Office of the Chief & Organizational Development			Uniformed Operations & Investigations			Department		
	Sworn	Non-Sworn	Total	Sworn	Non-Sworn	Total	Sworn	Non-Sworn	Total
2004-05	61	104	165	645	59	704	706	163	869
2003-04	68	117	185	639	49	688	707	166	873
2002-03	65	110	174	643	55	698	708	165	873
2001-02	64	115	179	644	57	701	708	172	880
2000-01	69	111	180	638	57	695	707	168	875
1999-2000	48	89	137	635	58	693	683	147	830
1998-99	58	88	146	625	57	682	683	145	828
1997-98	61	87	148	622	57	679	683	144	827
1996-97	63	82	145	620	57	677	683	139	822
1995-96	59	83	142	615	57	672	674	140	814

Authorized Sworn Positions
2000-01 to 2004-05

Positions	2000-01	2001-02	2002-03	2003-04	2004-05
Chief	1	1	1	1	1
Deputy Chief	3	3	3	2	1
Commander	2	2	2	2	3
Captain	14	14	14	14	14
Lieutenant	40	40	40	40	40
Sergeant	83	83	83	88	88
Police Officer (Investigator)	61	61	61	57	57
Police Officer	<u>503</u>	<u>504</u>	<u>504</u>	<u>503</u>	<u>502</u>
Total	707	708	708	707	706

POLICE DEPARTMENT EXPENDITURE SUMMARY

	Actual <u>2002-03</u>	Estimated <u>2003-04</u>	Amended <u>2003-04</u>	Approved <u>2004-05</u>
Appropriation by Major Object				
Personnel Expenses	53,600,551	56,363,800	56,795,700	56,592,200
Materials & Supplies	960,469	977,000	977,000	685,900
Services	4,771,199	5,185,000	4,997,100	6,348,300
Other	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	59,332,219	62,525,800	62,769,800	63,626,400
Appropriation by Activity				
Office of the Chief	4,175,922	3,459,800	3,427,000	4,080,600
Uniformed Operations	34,678,770	38,283,700	40,466,400	40,080,800
Investigations	9,676,203	16,182,000	15,476,200	8,777,300
Administration	10,801,324	0	0	0
Organizational Development	<u>0</u>	<u>4,600,300</u>	<u>3,400,200</u>	<u>10,687,700</u>
Total	59,332,219	62,525,800	62,769,800	63,626,400
Employee Years by Activity				
Office of the Chief	47.5	38.8	39.0	35.6
Uniformed Operations	586.0	598.0	605.0	605.2
Investigations	152.8	220.1	220.1	131.9
Administration	136.3	0.0	0.0	0.0
Organizational Development	<u>0.0</u>	<u>50.9</u>	<u>50.9</u>	<u>139.4</u>
Total	922.6	907.8	915.0	912.1
NET Allocation - Dollars	1,618,218	1,689,500	1,816,700	1,871,200
NET Allocation - Employee Years	30.1	27.7	29.8	29.8



The Office of the Chief manages the Department. It includes the Chief's Office, and the Inspectional Services Division, which oversees the Research and Evaluation and Budget sections.

The 2004-05 work plan includes the following:

Objective	R2010 Campaigns Supported	Projected Completion
Complete reorganization to Eastside/Westside patrol divisions	#3 - Health, Safety, and Responsibility #7 - Quality Service	First Quarter
Complete Phase II of Drug Market Study	#3 - Health, Safety, and Responsibility	Fourth Quarter

Year-to-Year Comparison

	<u>2003-04</u>	<u>2004-05</u>	<u>Change</u>
Budget	3,427,000	4,080,600	653,600
Employee Years	39.0	35.6	-3.4

Change Detail

<u>Salary & Wage Adjustment</u>	<u>General Inflation</u>	<u>Chargebacks</u>	<u>Vacancy Allowance</u>	<u>Miscellaneous</u>	<u>Major Change</u>	<u>Total</u>
211,400	20,300	0	-7,200	-2,000	431,100	653,600

Major Change

Funding added for County chargeback of unarraigned prisoners costs	1,000,000
COPS Racial Profiling Grant expires	-144,200
A commander position transfers to Uniformed Operations	-107,700
A vacant Deputy Chief position converts to a commander position and transfers to Investigations	-107,700
One time funding for anti-drug initiative contract does not recur	-50,000
Travel, training & professional fees reduced due to budget constraints	-43,000
A vacant clerical position is eliminated due to budget constraints	-35,500
Wearing apparel is reduced due to budget constraints	-35,400
Productivity improvements result in savings	-35,400
Law Enforcement Block Grant for overtime expense expires	-10,000
A temporary full time position converts to permanent full time due to Civil Service requirements	0

CHIEF'S OFFICE

This activity administers the Department. Functions include planning, policy development, public relations, and liaison with the community and with other law enforcement agencies. It comprises the Chief, immediate staff, and the Deputy Chief of Operations who administer the three bureaus.

**POLICE DEPARTMENT
OFFICE OF THE CHIEF**

RESEARCH & EVALUATION

This activity conducts management analysis and research in support of Departmental operations. It monitors compliance with standards established by state and national accreditation agencies and assists in conducting on-site evaluations. It controls and updates the Department's general, administrative, and personnel orders, and prepares the Department's annual report. Activity personnel research and write grant applications, maintain liaison with Federal and State agencies, and submit grant-related operational and financial reports. The information systems unit designs, installs, and maintains the Department's central and networked computer systems, enters data from field reports, and prepares statistical analyses.

Program Change

Improvements to the PACER records management system allowed redeployment of part time data entry clerks from Patrol to other duties in the Information Systems Unit. Office automation "Help Desk" requests increase due to reorganization.

Performance Indicators

	<u>Actual 2002-03</u>	<u>Estimated 2003-04</u>	<u>Budget 2003-04</u>	<u>Budget 2004-05</u>
DEMAND				
Office automation "Help Desk" requests	2,570	2,800	3,070	3,100
WORKLOAD				
General/administrative orders issued	19	93	20	20
Inspectional reports prepared	212	212	212	212
Grant proposals prepared	20	22	22	22
Grants administered	37	24	24	24
EFFICIENCY				
Average backlog, crime report data entry (days)	10	11	10	10

BUDGET

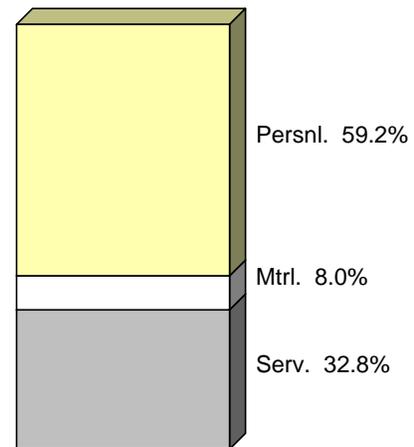
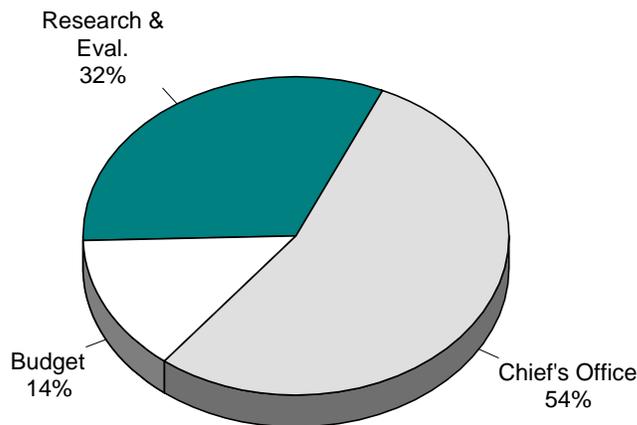
This activity provides central financial management for the Department, including budget preparation, purchasing, and contract administration. It reviews all claims, requisitions, and contracts, and purchases central supplies and services.

POLICE DEPARTMENT
OFFICE OF THE CHIEF
EXPENDITURE SUMMARY

	Actual <u>2002-03</u>	Estimated <u>2003-04</u>	Amended <u>2003-04</u>	Approved <u>2004-05</u>
Appropriation by Major Object				
Personnel Expenses	3,600,464	2,505,400	2,473,400	2,415,900
Materials & Supplies	16,445	375,600	375,600	326,600
Services	559,013	578,800	578,000	1,338,100
Other	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	4,175,922	3,459,800	3,427,000	4,080,600

Appropriation by Activity				
Chief's Office	1,423,856	1,418,300	1,400,700	2,219,500
Inspectional Services	288,323	112,000	104,600	0
Research and Evaluation	1,390,430	1,311,300	1,303,800	1,303,100
Professional Standards	669,815	0	0	0
Budget	0	618,200	617,900	558,000
Disabled	<u>403,498</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	4,175,922	3,459,800	3,427,000	4,080,600

Employee Years by Activity				
Chief's Office	13.2	14.0	13.2	13.0
Inspectional Services	3.0	0.0	1.0	0.0
Research and Evaluation	22.2	21.9	21.9	19.7
Professional Standards	9.1	0.0	0.0	0.0
Budget	0.0	2.9	2.9	2.9
Disabled	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>
Total	47.5	38.8	39.0	35.6



**POLICE DEPARTMENT
OFFICE OF THE CHIEF
PERSONNEL SUMMARY**

FULL TIME POSITIONS				Chief's Office	Research & Evaluation	Budget
Br.	Title	Budget 2003-04	Approved 2004-05			
36	Chief of Police	1	1	1		
97	Deputy Chief of Police	2	1	1		
97	Director of Organizational Development	1	1	1		
96	Police Commander	1	0			
95	Police Captain	1	2	1	1	
94	Police Lieutenant	2	2	1	1	
92	Police Sergeant	5	4	3	1	
90B	Police Officer (Investigator)	1	1	1		
90	Police Officer	2	2		2	
26	Associate Admin Analyst	1	1			1
26	Systems Analyst	1	1		1	
25	Programmer Analyst	3	3		3	
24	Grants Specialist	1	1		1	
24	Police Program Grants Specialist	1	1		1	
20	Executive Assistant	1	1		1	
20	Research Analyst	0	1	1		
17	Office Automation Specialist	2	2		2	
16	Administrative Assistant	1	1	1		
16	Secretary to the Chief	1	1	1		
12	Computer Operator	1	1		1	
11	Secretary	1	1		1	
10	Sr. Finance Clerk	1	1			1
9	Clerk II	2	1			1
9	Clerk II with Typing	1	2		2	
7	Clerk III with Typing	2	1	1		
3	Clerk Typist	2	2		2	
EMPLOYEE YEARS						
Full Time		38.0	36.0	13.0	20.0	3.0
Overtime		0.0	0.0	0.0	0.0	0.0
Part Time, Temporary, Seasonal		1.4	0.0	0.0	0.0	0.0
Less: Vacancy Allowance		<u>0.4</u>	<u>0.4</u>	<u>0.0</u>	<u>0.3</u>	<u>0.1</u>
Total		39.0	35.6	13.0	19.7	2.9

POLICE DEPARTMENT
UNIFORMED OPERATIONS

Uniformed Operations conducts preventive patrol, responds to calls for police service, arrests offenders, and works with neighborhoods to develop crime prevention programs addressing specific community needs. It enforces parking, truancy, and traffic regulations, assigns School Resource Officers to City middle and high schools, and provides a uniformed police presence in NET offices.

Program Change

Using the Genesee River, the Patrol Division is reorganized into Eastside and Westside patrol each reporting to a Commander. The new model will allow much more flexibility to shift officers to meet demand. The Eastside patrol will be temporarily located at 30 Hart Street. The Westside patrol will be temporarily located at Water Tower Park, 1099 Jay Street. It is estimated that the permanent locations will be complete in two to five years.

The 2004-05 work plan includes the following:

Objective	R2010 Campaigns Supported	Projected Completion
Complete reorganization to Eastside/Westside patrol divisions	#3 - Health, Safety, and Responsibility #7 - Quality Service	First Quarter
Former Clinton, Goodman, & Highland Section offices close and relocate to temporary Hart Street location	#3 - Health, Safety, and Responsibility #7 - Quality Service	First Quarter
Lake, Downtown, Maple, & Genesee section offices close and relocate to temporary Water Tower Park location	#3 - Health, Safety, and Responsibility #7 - Quality Service	First Quarter

Year-to-Year Comparison

	<u>2003-04</u>	<u>2004-05</u>	<u>Change</u>
Budget	40,466,400	40,080,800	-385,600
Employee Years	605.0	605.2	0.2

Change Detail

<u>Salary & Wage Adjustment</u>	<u>General Inflation</u>	<u>Chargebacks</u>	<u>Vacancy Allowance</u>	<u>Miscellaneous</u>	<u>Major Change</u>	<u>Total</u>
919,800	17,300	-71,400	-855,800	2,200	-397,700	-385,600

Major Change

As proposed by the Mayor:

Funding for Fall Recruit Class	837,900
One time amendment to fund anti-violence initiative does not recur	-830,000
One time Federal Homeland Security Grant to fund overtime does not recur	-492,700
A commander transfers from the Chief's office to support patrol reorganization	107,700
A sergeant transfers from Organizational Development	70,100
Miscellaneous supplies reduced due to budget constraints	-47,400
Professional fees for Animal Services and equipment maintenance in Patrol are reduced due to budget constraints	-32,000

**POLICE DEPARTMENT
UNIFORMED OPERATIONS**

Major Change

A part time clerical position is added for East/West support	14,100
A full time vacant Animal Care Technician converts to part time due to budget constraints	-13,300
Productivity improvements result in savings	-12,100
<input type="checkbox"/> As amended by City Council:	
Funding provided for additional participants in the Fall Recruit Class	113,000

COMMAND

This activity manages Patrol and Special Operations and responds to the scene of all major incidents. It conducts periodic reviews of patrol and investigative activities, including regularly scheduled "Crimestat" analyses of crime patterns and response strategies. It includes the Staff Duty Officers who supervise Departmental field operations on nights and weekends.

EASTSIDE/WESTSIDE PATROL DIVISIONS – R2010 Campaign #3 - Health, Safety & Responsibility**Program Change**

The seven former patrol sections reorganize into two divisions, each reporting to a commander. These divisions provide preventive patrol and responds to calls for service in Rochester's neighborhoods. It conducts preliminary and follow-up investigations of reported offenses. In cooperation with neighborhood Police-Citizen Interaction Committees (PCIC), activity supervisors design and develop targeted crime prevention and response programs, including the assignment of sworn personnel to each of the Neighborhood Empowerment Team (NET) offices. School Resource Officers are provided at City middle and high schools during the school year.

Eastside and Westside Patrol is divided using the Genesee River. Downtown reports to the Westside commander. Each division is comprised of Patrol Service Areas (PSA) that will allow more flexibility to utilize officers to meet demand. Each division assigns sworn personnel to the NET offices located within its boundaries, and administers the Police And Citizens-Together Against Crime (PAC-TAC) program of volunteer citizen patrols.

<u>Patrol Section</u>	<u>Headquarters Location</u>
Former Lake Downtown Maple Genesee	Water Tower Park (temporary location) 1099 Jay Street Reports to Westside Commander
Former Highland Goodman Clinton	30 Hart Street (temporary location) Reports to Eastside Commander

Program Change

Uniform traffic summonses issued in 2003-04 declined due to a ticket shortage.

Performance Indicators

	<u>Actual 2002-03</u>	<u>Estimated 2003-04</u>	<u>Budget 2003-04</u>	<u>Budget 2004-05</u>
DEMAND				
Calls for service (all units):				
● Priority I	216,921	190,000	190,000	170,000
● Priority II	<u>238,369</u>	<u>260,000</u>	<u>300,000</u>	<u>301,000</u>
Total	455,290	450,000	490,000	470,000
Reported crimes:				

POLICE DEPARTMENT
UNIFORMED OPERATIONS

9-11

Performance Indicators

	Actual <u>2002-03</u>	Estimated <u>2003-04</u>	Budget <u>2003-04</u>	Budget <u>2004-05</u>
● Part I	17,312	18,000	18,800	17,600
● Part II	<u>21,231</u>	<u>19,000</u>	<u>22,000</u>	<u>22,000</u>
Total	38,543	37,000	40,800	39,600
Reported violent events	2,276	1,600	1,600	1,450
WORKLOAD				
Investigations conducted:				
● Field & Closed	21,300	20,000	24,000	22,000
● Office	17,710	18,000	17,500	18,000
Uniform traffic summonses issued	34,200	27,600	38,500	38,000
Parking citations issued	108,096	116,100	116,700	116,000
Field information forms completed	27,700	25,600	23,500	24,600
Events (total units responding to calls)	716,000	703,700	725,000	714,400
Foot and bicycle patrol hours	21,000	19,200	20,900	19,020
Community meetings conducted	1,936	2,250	2,250	2,250
EFFICIENCY				
Workload per officer:				
● Calls for service	1,042	1,030	1,060	1,076
● Reported crimes (Parts I and II)	88	85	90	91
Percentage of crimes cleared (%)	49	49	55	50
RESULTS				
Crimes cleared	18,853	18,100	21,000	19,800

Definitions:

Priority I: Immediate emergency response

Priority II: Non-emergency response (e.g. reports, special attention, etc.)

Part I: Criminal homicide, forcible rape, robbery, assault, burglary, larceny, motor vehicle theft, arson

Part II: Kidnaping, controlled substances sale, manufacture, possession and use, dangerous weapons, bribery, sex offenses, extortion, forgery, counterfeiting, prostitution, vice, stolen property, coercion, criminal mischief, fraud, gambling, embezzlement, simple assault, offenses against family, driving under influence, unauthorized vehicle use, possession of burglar tools, liquor law violations, disorderly conduct, public drug intoxication, loitering

SPECIAL OPERATIONS – R2010 Campaign #3 - Health, Safety & Responsibility

This activity comprises units providing specialized field support services. The Tactical Unit details patrol and investigative personnel in support of sector patrol, responding to crime patterns and special needs. Canine Unit teams track suspects and missing persons and detect narcotics and explosives. The Mounted Patrol provides highly visible patrol and crowd control presence downtown, at special events, and in the event of disturbance or disorder. The Traffic Enforcement Unit enforces vehicle and parking regulations, and coordinates the School Traffic Officer program covering 118 pedestrian crossings near City public and private schools. Special Operations personnel manage programs to reduce intoxicated driving, and to combat alcohol and tobacco sales to minors. The Youth Services Unit responds to school truancy and works with the Probation Department and other agencies to counter youth crime and violence. The Special Operations activity contains equipment and training funds for the Department's specialized response teams: the Emergency Task Force, the SCUBA and Bomb Squads, the Mobile Field Force, and the Crisis Negotiation Team.

The Special Operations Section is housed on Maplewood Drive; Mounted Patrol facilities are located at 184 Verona Street and reports to the Westside Commander.

**POLICE DEPARTMENT
UNIFORMED OPERATIONS**

SPECIAL EVENTS – R2010 Campaign #3 - Health, Safety & Responsibility

This unit now reports to the Eastside Commander and coordinates Department response to community events such as parades, festivals, and sporting events.

ANIMAL SERVICES – R2010 Campaign #3 - Health, Safety & Responsibility

This unit reports to the Westside Commander and responds to animal-related complaints, impounding unleashed or stray pets, issuing summonses for unlicensed dogs, and dealing with injured or dangerous animals. It makes unclaimed dogs and cats available for public adoption, in accordance with current City policies, and enforces laws against vicious dogs. The animal shelter, located at 184 Verona Street, provides housing and veterinary care for impounded animals; abandoned or injured animals are euthanized after a specified holding period. Activity personnel also assist Departmental patrol and investigative officers in dealing with situations involving animals.

Performance Indicators

	Actual <u>2002-03</u>	Estimated <u>2003-04</u>	Budget <u>2003-04</u>	Budget <u>2004-05</u>
DEMAND				
Service requests	19,074	20,000	20,000	20,000
WORKLOAD				
Reported dog bites	431	380	330	380
Wildlife calls	928	800	1,000	800
Dogs impounded	3,232	3,100	3,500	3,200
Cats impounded	2,911	2,950	2,700	2,900
Tickets issued	1,756	1,800	1,500	1,800
Outreach/Presentations	74	85	100	85
RESULTS				
Dogs redeemed/adopted/transferred	1,650	1,700	1,800	1,800
Dogs euthanized	1,513	1,400	1,700	1,400
Cats redeemed and adopted	785	700	600	800
Cats euthanized	1,960	2,100	2,000	2,100
Dogs altered	544	520	N/A	600
Cats altered	28	130	N/A	200

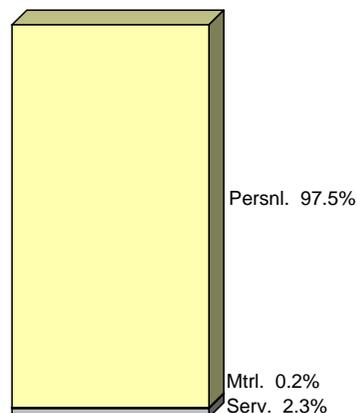
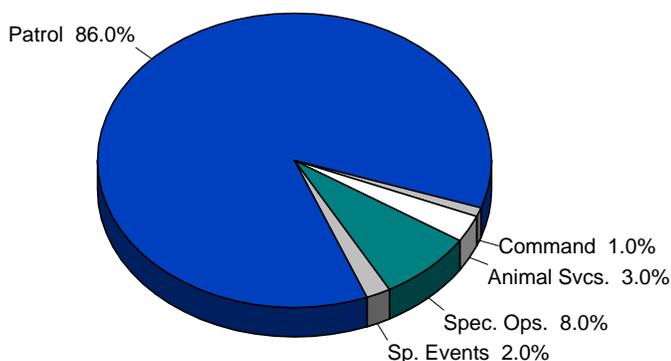
N/A - Not Applicable

**POLICE DEPARTMENT
UNIFORMED OPERATIONS
EXPENDITURE SUMMARY**

	<u>Actual</u> <u>2002-03</u>	<u>Estimated</u> <u>2003-04</u>	<u>Amended</u> <u>2003-04</u>	<u>Approved</u> <u>2004-05</u>
Appropriation by Major Object				
Personnel Expenses	33,808,118	37,112,800	39,295,600	39,082,400
Materials & Supplies	56,713	169,500	169,500	92,500
Services	813,939	1,001,400	1,001,300	905,900
Other	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	34,678,770	38,283,700	40,466,400	40,080,800

Appropriation by Activity				
Command	418,686	414,900	478,800	580,300
Patrol Division (Section Patrol)	31,322,035	33,472,600	35,038,700	34,464,800
Special Operations	2,938,049	3,148,100	3,007,000	3,063,800
Special Events	0	213,800	895,200	917,300
Animal Services	<u>0</u>	<u>1,034,300</u>	<u>1,046,700</u>	<u>1,054,600</u>
Total	34,678,770	38,283,700	40,466,400	40,080,800

Employee Years by Activity				
Command	6.0	6.1	6.1	7.1
Special Events	0.0	2.0	2.0	2.0
Patrol Division (Section Patrol)	539.6	492.6	499.6	516.7
Special Operations	40.4	72.7	72.7	55.7
Animal Services	<u>0.0</u>	<u>24.6</u>	<u>24.6</u>	<u>23.7</u>
Total	586.0	598.0	605.0	605.2



**POLICE DEPARTMENT
UNIFORMED OPERATIONS
PERSONNEL SUMMARY**

FULL TIME POSITIONS				Command	Patrol Division	Special Operations	Special Events	Animal Services
Br.	Title	Budget 2003-04	Approved 2004-05					
96	Police Commander	1	2	2				
95	Police Captain	10	9		8	1		
94	Police Lieutenant	32	32	2	27	2	1	
92	Police Sergeant	54	56	2	49	5		
90B	Police Officer (Investigator)	34	34		34			
90	Police Officer	404	404		369	34	1	
26	Director of Animal Services	1	1					1
18	Supervisor of Animal Control	1	1					1
16	Animal Shelter Manager	1	1					1
14	Assistant Supervisor of Animal Control	2	2					2
12	Animal Control Officer	10	10					10
11	Assistant Shelter Manager	1	1					1
11	Secretary	1	1	1				
10	Parking Monitor	10	10		10			
9	Clerk II	1	1			1		
7	Clerk III with Typing	7	6		6			
3	Clerk Typist	1	1					1
2	Animal Care Technician	7	6					6
EMPLOYEE YEARS								
Full Time		578.0	578.0	7.0	503.0	43.0	2.0	23.0
Overtime		25.2	25.2	0.1	20.8	3.6	0.0	0.7
Part Time, Temporary, Seasonal		11.1	31.3	0.0	20.6	10.2	0.0	0.5
Less: Vacancy Allowance		9.3	29.3	0.0	27.7	1.1	0.0	0.5
Total		605.0	605.2	7.1	516.7	55.7	2.0	23.7

The following full time positions are included in the budget of the Police Department, Patrol Division but are assigned to NET offices and are shown here for reference only.

Br.	Title	Budget 2003-04	Proposed 2004-05
94	Police Lieutenant	8	8
90	Police Officer	22	22
EMPLOYEE YEARS			
Full Time		30.0	30.0
Overtime		0.4	0.4
Part Time, Temporary, Seasonal		0.0	0.0
Less: Vacancy Allowance		0.6	0.6
Total		29.8	29.8

POLICE DEPARTMENT
CENTRAL INVESTIGATIONS

9-15

The Central Investigations Division investigates major crimes and provides investigative support to the entire department. Specialized units respond to homicides and serious assault, forgery and fraud, arson, and serious motor vehicle accidents. The Special Investigations Section conducts narcotics, gambling, and organized crime investigations. The Division also supports field personnel through crime scene evidence collection, crime pattern analysis, and preparation of court documents. Technical Support Services transfers to the Bureau of Organizational Development and Administration during 2003-04.

The 2004-05 work plan includes the following:

Objective	R2010 Campaigns Supported	Projected Completion
Complete activities necessary to recruit/hire civilian Police Evidence Technicians	#3 - Health, Safety, and Responsibility #7 - Quality Service	Fourth Quarter
Complete reorganization of supervisory structure for managing field investigations	#3 - Health, Safety, and Responsibility #7 - Quality Service	Second Quarter

Year-to-Year Comparison

	<u>2003-04</u>	<u>2004-05</u>	<u>Change</u>
Budget	15,476,200	8,777,300	-6,698,900
Employee Years	220.1	131.9	-88.2

Change Detail

<u>Salary & Wage Adjustment</u>	<u>General Inflation</u>	<u>Chargebacks</u>	<u>Vacancy Allowance</u>	<u>Miscellaneous</u>	<u>Major Change</u>	<u>Total</u>
159,000	9,300	0	(500)	0	(6,866,700)	(6,698,900)

Major Change

Technical Support Services transfers to Organizational Development	-6,560,100
Project Safe Neighborhood grant expires	-208,100
Weed & Seed Grant Year 6 expires	-116,600
A commander position is added to supervise Central Investigations Division	107,700
Four part time Police Evidence Technician civilian positions added	83,200
Two full time vacant clerical positions eliminated due to budget constraints	-75,000
Two full time Police Evidence Technician civilian positions added	57,300
A vacant uniformed position in Technician's Unit is abolished	-55,000
A full time vacant support position in Central Investigations is eliminated due to budget constraints	-49,100
Confidential Funds reduced due to budget constraints	-21,000
Productivity improvements result in savings	-16,500
Miscellaneous supplies and equipment expense are reduced due to budget constraints	-15,300
NYS PIN and copier maintenance contract increase	1,800

**POLICE DEPARTMENT
CENTRAL INVESTIGATIONS**

COMMAND

The Command activity supervises Central Investigations Division.

CENTRAL INVESTIGATIONS – R2010 Campaign #3 - Health, Safety & Responsibility

This activity investigates homicides, suspicious or unexplained deaths, and crimes involving serious physical injury where death may occur.

Program Change

The Major Crime Unit will be comprised of units and sections formerly known as Homicide Section, Forgery and Frauds, Impact and Arson, and Crime Analysis. The unit will be responsible for investigation of homicide, economic crime and bank robbery, child abuse, arson, missing persons, narcotics investigations, and any other assignment as directed by Central Investigations Section command. This activity compiles and analyzes investigative data from field interview forms and reports. The data are used to identify crime patterns and possible suspects, and to develop overall crime-specific strategies for patrol officers and investigators.

The Investigative Support Unit includes Licensing, Sex Crimes, and Technicians. The unit provides paralegal services in preparation of investigative packages for processing by prosecutors and the courts. Staff meet regularly with investigative coordinators from patrol sections to share information and improve case management. This activity also manages stolen vehicle investigations. The unit obtains evidence from crime scenes and performs evidentiary analyses to identify and convict criminals. Activity personnel utilize photographic and laboratory facilities, as well as inter-agency information networks, to assist investigators in clearing crimes and identifying suspects.

Performance Indicators

	<u>Actual</u> 2002-03	<u>Estimated</u> 2003-04	<u>Budget</u> 2003-04	<u>Budget</u> 2004-05
DEMAND				
Homicide Investigations required	50	50	85	68
Check and fraud cases assigned	295	380	250	380
Reported child abuse offenses	229	227	220	227
Missing persons reported	1,821	1,822	2,100	1,800
Crime scene assignments	8,755	8,742	9,000	9,000
Reported traffic accidents:				
● Fatal	45	29	44	37
● Hit and run non-fatal	2,305	2,343	2,500	2,300
● RPD fleet vehicles	138	140	10	112
WORKLOAD				
Homicide Investigations conducted	50	50	85	68
Investigations conducted:				
● Checks/Frauds	295	380	500	380
● Arson	32	25	350	25
License applicants investigated (est.)	1,565	1,643	5,000	1,643
Sexually oriented business licenses investigated	122	100	N/A	100
Fingerprint tests performed (est.)	10,345	10,490	12,500	10,400
Serious incidents processed	68	60	60	60

POLICE DEPARTMENT
CENTRAL INVESTIGATIONS

9-17

Performance Indicators

	<u>Actual 2002-03</u>	<u>Estimated 2003-04</u>	<u>Budget 2003-04</u>	<u>Budget 2004-05</u>
RESULTS				
Arrests:				
● Forgery & Fraud	258	250	280	260
● Child Abuse	50	45	120	50
● Arson	39	42	60	45
SAFIS identifications	191	200	170	200

N/A - Not Applicable

Part I - Criminal homicide, forcible rape, robbery, assault, burglary, larceny, motor vehicle theft, arson

SPECIAL INVESTIGATIONS – R2010 Campaign #3 - Health, Safety & Responsibility

The Special Investigations Section investigates illegal drug activities, vice (particularly organized prostitution, pornography, and gambling), illegal weapons trafficking, and organized crime. This activity provides surveillance and intelligence services in support of investigations by this Department and other law enforcement agencies. Activity personnel work in centrally-managed teams, in field units directed by Patrol Division command, and in joint task forces with Federal, State and local law enforcement agencies.

Performance Indicators

	<u>Actual 2002-03</u>	<u>Estimated 2003-04</u>	<u>Budget 2003-04</u>	<u>Budget 2004-05</u>
DEMAND				
Investigations requested and opened:				
● Narcotics*	1,775	1,775	1,800	1,800
● Intelligence	232	200	60	200
● GRANET	360	350	N/A	350
WORKLOAD				
Cases closed	2,265	2,400	1,998	2,400
RESULTS				
Arrests	3,510	1,236	1,700	1,700
GRANET Arrests	63	129	N/A	100
Drugs seized:				
● Cocaine (kilograms)	4.8	8.8	15.0	9.0
● Heroin (grams)	1410.7	6860.0	120.0	1000.0
● Marijuana (kilograms)	24.0	36.5	520.0	36.0
● Designer Drugs/LSD (grams)	4	0	10	10
Weapons seized:				
● Handguns	60	113	90	90
● Shotguns and rifles	70	65	60	60
Vehicles seized	3	16	14	14

N/A - Not Applicable

*Demand indicator reflects only those narcotics complaints referred to Special Investigations; other complaints are referred to patrol sections and NET offices.

**POLICE DEPARTMENT
CENTRAL INVESTIGATIONS
EXPENDITURE SUMMARY**

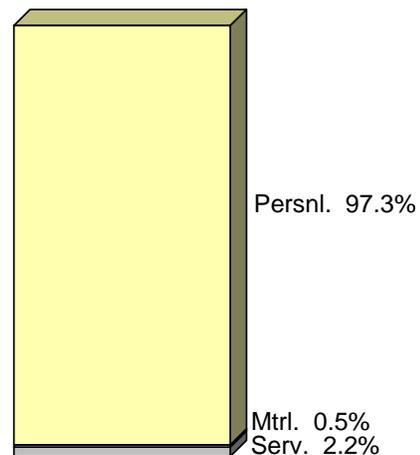
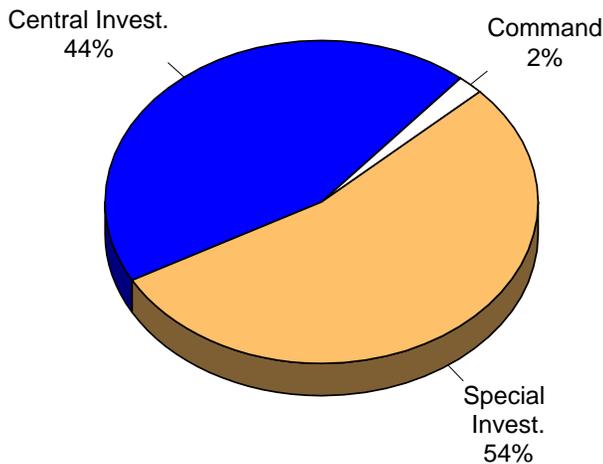
	Actual <u>2002-03</u>	Estimated <u>2003-04</u>	Amended <u>2003-04</u>	Approved <u>2004-05</u>
Appropriation by Major Object				
Personnel Expenses	9,293,713	12,900,000	12,381,200	8,541,300
Materials & Supplies	53,985	173,800	173,800	45,900
Services	328,505	3,108,200	2,921,200	190,100
Other	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	9,676,203	16,182,000	15,476,200	8,777,300

Appropriation by Activity

Command	138,892	347,500	347,200	141,700
Central Investigations	3,734,878	3,894,400	3,755,400	3,867,400
Technical Support	0	6,969,200	6,560,100	0
Family & Victims Services	1,086,656	0	0	0
Special Investigations	<u>4,715,777</u>	<u>4,970,900</u>	<u>4,813,500</u>	<u>4,768,200</u>
Total	9,676,203	16,182,000	15,476,200	8,777,300

Employee Years by Activity

Command	2.9	2.0	2.0	1.0
Central Investigations	61.5	60.5	60.5	64.6
Technical Support	0.0	90.2	90.2	0.0
Family & Victims Services	21.1	0.0	0.0	0.0
Special Investigations	<u>67.3</u>	<u>67.4</u>	<u>67.4</u>	<u>66.3</u>
Total	152.8	220.1	220.1	131.9



POLICE DEPARTMENT
CENTRAL INVESTIGATIONS
PERSONNEL SUMMARY

FULL TIME POSITIONS				Command	Central Investigations	Special Investigations
Br.	Title	Budget 2003-04	Approved 2004-05			
96	Police Commander	0	1	1		
95	Police Captain	3	2		1	1
94	Police Lieutenant	4	4		2	2
92	Police Sergeant	20	14		5	9
90B	Police Officer (Investigator)	22	22		17	5
90	Police Officer	90	65		20	45
26	Manager of Police Property	1	0			
20	Executive Assistant	1	0			
16	Police Evidence Technician	3	5		5	
16	Senior Property Clerk	3	0			
16	Supervisor Police Photo Lab	1	0			
14	Police Paralegal	4	3		3	
14	Police Paralegal Bilingual	1	1		1	
11	Clerk I	1	1		1	
11	Lead Police Information Clerk	3	0			
11	Police Identification Tech-Trick	4	0			
11	Secretary	1	1			1
11	Senior Photo Lab Technician	1	0			
9	Clerk II	6	4		3	1
9	Clerk II with Typing	4	0			
9	Lot Attendant	6	0			
9	Police Information Clerk	16	0			
9	Property Clerk	5	0			
7	Clerk III with Typing	5	2		2	
3	Clerk Typist	5	1		1	
EMPLOYEE YEARS						
	Full Time	210.0	126.0	1.0	61.0	64.0
	Overtime	8.2	5.3	0.0	2.0	3.3
	Part Time, Temporary, Seasonal	4.8	2.2	0.0	2.2	0.0
	Less: Vacancy Allowance	<u>2.9</u>	<u>1.6</u>	<u>0.0</u>	<u>0.6</u>	<u>1.0</u>
	Total	220.1	131.9	1.0	64.6	66.3

**POLICE DEPARTMENT
ORGANIZATIONAL DEVELOPMENT**

The Organizational Development Bureau is responsible for providing administrative services necessary to Department operations. Included are Technical Support Services, Professional Development, Professional Standards, Family and Victim Services and Personnel activities. The Bureau director also oversees the Officer Assistance Program of crisis intervention and stress counseling services to members and their families. Sworn personnel on long-term medical leave are assigned to the Disabled activity for the duration of their disability and monitored by the Professional Standards Section.

Objective	R2010 Campaigns Supported	Projected Completion
Family & Victim Services begins preventative work with Chronic Domestic call families	#3 Health, Safety, and Responsibility #7 Quality Service	Fourth Quarter
Family & Victim Services develops new survey for walk in, home visit, and hospital visits clients	#7 Quality Service	Fourth Quarter

Year-to-Year Comparison

	<u>2003-04</u>	<u>2004-05</u>	<u>Change</u>
Budget	3,400,200	10,687,700	7,287,500
Employee Years	50.9	139.4	88.5

Change Detail

<u>Salary & Wage Adjustment</u>	<u>General Inflation</u>	<u>Chargebacks</u>	<u>Vacancy Allowance</u>	<u>Miscellaneous</u>	<u>Major Change</u>	<u>Total</u>
406,400	34,500	541,000	-4,100	2,000	6,307,700	7,287,500

Major Change

As proposed by the Mayor:

Technical Support Services transfers from Investigations Bureau	6,560,100
One time use of Asset Forfeiture Funds to purchase weapons is eliminated	-198,100
A sergeant transfers to Uniformed Operations	-70,100
Funding to use retired officers for recruit backgrounds enabling officers to remain in patrol activity	60,000
Miscellaneous office supplies and equipment maintenance reduced due to budget constraints	-49,000
A full time vacant Counseling Specialist is eliminated due to budget constraints	-35,000
Productivity improvements result in savings	-27,900
Medical contract reduced based on actual use	-22,200
Pre-employment professional fees reduced based on actual use	-18,200
Photo supplies reduced due to budget constraints	-7,100
Cellular phone contract cost increase	5,900
Weapons supplies reduced due to budget constraints	-3,700

As amended by City Council:

Funding provided for additional participants in the Fall Recruit Class	113,000
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PROFESSIONAL DEVELOPMENT

This unit administers the department's training programs, including the recruit academy and in-service training. Activity staff manage indoor and outdoor firing ranges, and provide training in vehicle operation, non-lethal weapons, defensive tactics, crisis intervention, and investigative skills. The activity recruits applicants for the Police Officer examination, and coordinates physical and psychological testing of recruit candidates, as well as background investigations for recruits and other candidates for Department employment. In addition, Professional Development provides media production and graphic arts services, and designs career development training for supervisors and non-sworn personnel. The activity also coordinates the Department's volunteer and internship programs and a series of Citizens' Police Academies for community leaders.

Performance Indicators

	<u>Actual 2002-03</u>	<u>Estimated 2003-04</u>	<u>Budget 2003-04</u>	<u>Budget 2004-05</u>
DEMAND				
Recruit training slots	24/18*	18/15*	30	30
Personnel requiring in-service training:				
● Sworn	708	708	708	706
● Non-sworn			182	
Applicants for Police Officer exam	1,339	1,597	1,500	1,600
WORKLOAD				
Training sessions held	700	730	800	800
Total attendees	4,200	4,400	4,500	4,400
In-service training hours	46,762	48,000	50,000	48,000
Background investigations conducted	126	196	200	200
RESULTS				
New officers trained:				
● Academy	24/18*	15	25	30
● Field Training	16/17*	17	25	30

*Reflects two academies occurring in the same fiscal year.

TECHNICAL SUPPORT SERVICES

This activity comprises a variety of functions relating to resource and records management. Included are the property room and the auto pound, which receive evidentiary items, recovered property, and impounded vehicles. These are stored, accessed as needed, and returned to their owners, auctioned, or otherwise disposed of. Firearms received are examined by a sworn specialist. Fleet management services include purchase, assignment and evaluation of Departmental motor equipment, in cooperation with the repair facilities of the Department of Environmental Services. The Quartermaster maintains inventories of uniforms, equipment and supplies, and coordinates purchase and issuance. The Headquarters and Records unit houses criminal and accident records, and conducts manual and automated record and warrant checks, using both local files and the state-wide New York State Police Information Network (NYSPIN) system. It also provides central duplication services, responds to walk-up complaints and information requests, and issues copies of reports as legally required. The Photo Lab processes photographs for evidentiary and identification purposes. The Call Reduction Unit takes police reports over the phone, using the 311 non-emergency response number, and administers "hot lines" to receive citizen information. The Identification Unit takes fingerprints and maintains manual and automated photograph and fingerprint files.

**POLICE DEPARTMENT
ORGANIZATIONAL DEVELOPMENT**

Program Change

Technical Support Services is moved to the Bureau of Organizational Development and Administration as part of the reorganization of the Department's administrative support functions.

Performance Indicators

	<u>Actual 2002-03</u>	<u>Estimated 2003-04</u>	<u>Budget 2003-04</u>	<u>Budget 2004-05</u>
DEMAND				
Property lots acquired	15,074	15,300	15,300	16,000
Vehicles impounded	10,900	11,426	11,100	11,800
Firearms referred for investigation	958	1,200	1,000	1,200
Information requests received	370,000	455,000	450,000	475,000
Accident reports submitted	10,000	14,000	13,000	14,000
Subpoena requests (DA's Office)	13,000	7,600	13,000	8,500
Warrants referred for service	7,936	8,100	9,000	9,000
Requests for service:				
● Teleserve	15,000	15,000	15,000	15,000
● Call Reduction/311	15,000	160,000	170,500	170,500
● Drug/Gun Hot Lines	5,000	5,230	5,000	5,500
● Crime Stoppers	N/A	4,000	3,000	4,000
● Headquarters	N/A	95,000	100,000	100,000
Rolls of film submitted for processing	10,800	8,200	9,000	9,000
Fingerprinting requests	7,300	8,150	8,600	8,600
Freedom of Information Law (FOIL) requests	500	1,100	1,000	1,000
WORKLOAD				
Property lots disposed	6,800	10,000	9,500	10,000
Auctions conducted:				
● Automobiles	26	26	26	26
● Other property	3	2	4	4
Vehicles disposed of:				
● Released to owner	7,768	7,000	7,768	8,000
● Sold at auction	1,560	2,100	2,200	2,200
● Sold for salvage	1,560	1,800	1,900	2,100
Firearms disposed of:				
● Released to owner	400	600	400	600
● Destroyed	600	1,400	1,151	1,500
Arrest reports entered	49,000	30,000	41,800	38,000
Dispositions posted	40,000	25,000	100,000	40,000
Bail postings accepted	5,000	4,500	6,000	6,000
Records sealed	10,000	17,000	20,000	20,000
Uniform Traffic Summons processed	36,000	33,000	40,000	35,000
Subpoenas processed (DA's)	9,000	7,600	10,000	8,500
Subpoenas processed (Courts)	N/A	230	400	250
Warrant letters sent	7,000	5,000	7,000	7,000
Court notifications processed	200	350	350	350
Reports Generated:				
● Crime	N/A	12,000	13,200	13,200
● Investigative Action	N/A	2,000	2,500	2,500
● FIFs	N/A	500	880	800
● Incident	N/A	2,000	2,750	2,750

**POLICE DEPARTMENT
ORGANIZATIONAL DEVELOPMENT**

9-23

Performance Indicators

	<u>Actual 2002-03</u>	<u>Estimated 2003-04</u>	<u>Budget 2003-04</u>	<u>Budget 2004-05</u>
Photo prints processed:				
● City departments	126,094	133,000	134,500	150,000
● Non-City agencies	30,000	16,000	30,000	23,000
● Mug shots printed	450	450	500	500
Fingerprint cards processed:	3,700	10,000		12,000
● Pistol permits	1,000	1,100	1,200	1,200
● Job applicants, immigration, and other	1,000	1,500	1,500	1,500
● Parolees	1,214	1,100	1,300	1,300
● Deceased records	575	800	800	800
● Court prints	2,500	1,700	2,500	2,500
FOIL requests processed	6,000	1,100	850	1,000
Calls Answered:				
● Teleserve	16,000	14,000	15,400	16,000
● Call Reduction	500	135,000	149,000	149,000
● Drug/Gun Hot Lines	2,900	4,400	5,000	5,000
● Crime Stoppers	N/A	3,600	3,000	4,000
● Headquarters	N/A	85,000	93,000	93,000
Criminal History Check	N/A	8,000	9,250	9,000

N/A - Not Applicable

PROFESSIONAL STANDARDS

This unit investigates police vehicle accidents and allegations of police misconduct. It provides staff support for the civilian complaint review and internal disciplinary processes.

Performance Indicators

	<u>Actual 2002-03</u>	<u>Estimated 2003-04</u>	<u>Budget 2003-04</u>	<u>Budget 2004-05</u>
DEMAND				
Incident reviews initiated	92	85	85	90
Civil suit investigations requested	67	70	100	75
Fleet vehicle accidents	138	140	125	140
Subject resistance reports for review	605	605	630	605
Investigations requested	136	121	150	125
WORKLOAD				
Incident reviews completed	92	85	85	90
Civil suit investigations completed	69	70	100	75
Accident reports completed	138	140	125	140
Subject resistance reports reviewed	605	605	630	605
Investigations conducted	144	120	130	125

FAMILY & VICTIM SERVICES – R2010 Campaign #3 - Health, Safety & Responsibility

This activity provides direct public services through the Family Crisis Intervention Team (FACIT), which assists patrol officers responding to reported family disputes, and the Victim Assistance Unit (VAU), which counsels crime victims and assists them in dealing with the justice system. Unit staff also coordinate the "Restorative Justice" project under the Juvenile Justice Accountability Initiatives Block Grant. Unit costs are partially underwritten by the New York State Crime Victims Board.

**POLICE DEPARTMENT
ORGANIZATIONAL DEVELOPMENT**

Program change

FACIT coverage reduced.

Performance Indicators

	<u>Actual 2002-03</u>	<u>Estimated 2003-04</u>	<u>Budget 2003-04</u>	<u>Budget 2004-05</u>
DEMAND				
FACIT requests	5,810	5,800	5,380	5,800
WORKLOAD				
FACIT responses	5,810	5,800	5,380	5,800
Victim assistance contacts	4,763	4,800	5,010	4,800
Juvenile Accountability Conferences	116	140	275	90*

*Fewer staff due to grant reduction.

PERSONNEL

This unit provides personnel management for the Department, including job classification, hiring and promotion, payroll, and maintenance of related records.

DISABLED

This activity aggregates the salary costs of sworn personnel who are on long term disability and unable to report for duty. Personnel assigned to this activity are monitored by staff of the Professional Standards Section.

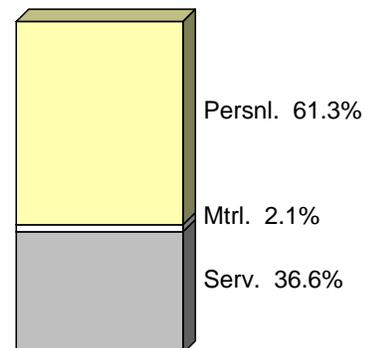
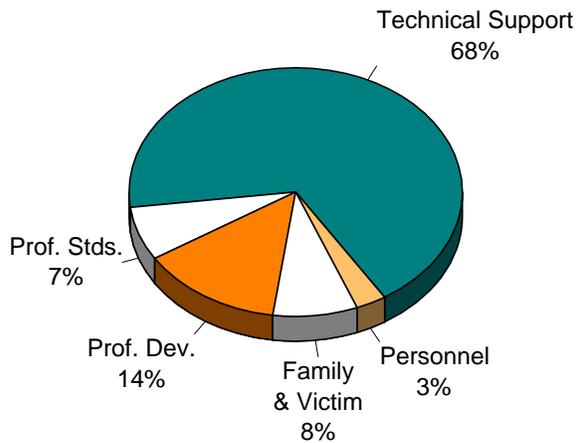
**POLICE DEPARTMENT
ORGANIZATIONAL DEVELOPMENT
EXPENDITURE SUMMARY**

9-25

	<u>Actual</u> 2002-03	<u>Estimated</u> 2003-04	<u>Amended</u> 2003-04	<u>Approved</u> 2004-05
Appropriation by Major Object				
Personnel Expenses	0	3,845,600	2,645,500	6,552,600
Materials & Supplies	0	258,100	258,100	220,900
Services	0	496,600	496,600	3,914,200
Other	0	0	0	0
Total	0	4,600,300	3,400,200	10,687,700

Appropriation by Activity				
Technical Support	0	0	0	7,239,600
Professional Development	0	2,134,900	1,371,800	1,506,300
Professional Standards	0	808,400	814,400	765,500
Family & Victim Services	0	805,200	851,300	809,600
Personnel	0	366,800	362,700	350,300
Disabled	0	485,000	0	16,400
Total	0	4,600,300	3,400,200	10,687,700

Employee Years by Activity				
Technical Support	0.0	0.0	0.0	90.2
Professional Development	0.0	15.2	15.2	15.2
Professional Standards	0.0	11.1	11.1	10.1
Family & Victim Services	0.0	20.2	20.2	19.4
Personnel	0.0	4.4	4.4	4.5
Total	0.0	50.9	50.9	139.4



**POLICE DEPARTMENT
ORGANIZATIONAL DEVELOPMENT
PERSONNEL SUMMARY**

FULL TIME POSITIONS				Technical Services	Professional Development	Professional Standards	Family & Victim Services	Personnel
Br.	Title	Budget 2003-04	Approved 2004-05					
95	Police Captain	0	1	1				
94	Police Lieutenant	2	2		1	1		
92	Police Sergeant	9	14	6	3	5		
90	Police Officer	7	31	24	6	1		
26	Manager of Police Property	0	1	1				
24	Associate Personnel Analyst	1	1					1
22	Police Program Coordinator	1	1				1	
20	Police Steno	2	2			2		
20	Victim Services Coordinator	1	1				1	
20	Youth Services Specialist	1	1				1	
18	Counseling Specialists	8	7				7	
16	Administrative Assistant	1	1					1
16	Senior Property Clerk	0	3	3				
16	Supervisor Police Photo Lab	0	1	1				
15	Graphic Artist	1	1		1			
15	Volunteer Coordinator	1	1		1			
14	Victim Assistance Counselor	5	5				5	
11	Clerk I	1	1			1		
11	Lead Police Information Clerk	0	3	3				
11	Police Identification Tech-Trick	0	4	4				
11	Secretary	1	1		1			
11	Senior Photo Lab Technician	0	1	1				
9	Clerk II	0	2	2				
9	Clerk II with Typing	2	5	3	1			1
9	Lot Attendant	0	6	6				
9	Police Information Clerk	0	16	16				
9	Property Clerk	0	5	5				
7	Clerk III with Typing	3	7	4			2	1
3	Clerk Typist	0	4	4				
EMPLOYEE YEARS								
Full Time		47.0	129.0	84.0	14.0	10.0	17.0	4.0
Overtime		1.8	4.6	2.9	1.2	0.1	0.3	0.1
Part Time, Temporary, Seasonal		2.5	7.5	4.6	0.0	0.0	2.5	0.4
Less: Vacancy Allowance		<u>0.4</u>	<u>1.7</u>	<u>1.3</u>	<u>0.0</u>	<u>0.0</u>	<u>0.4</u>	<u>0.0</u>
Total		50.9	139.4	90.2	15.2	10.1	19.4	4.5

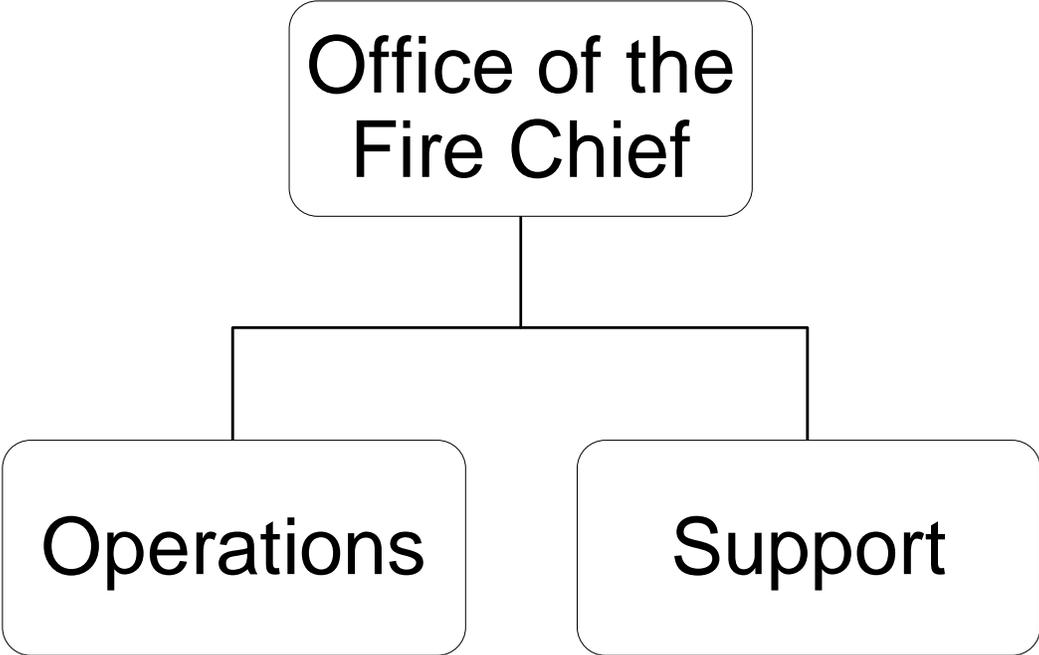
Purpose

The Fire Department is a public safety organization that provides rapid response services in the event of fire, medical emergencies, technical rescues, hazardous material incidents, and other emergency and non-emergency incidents that occur within the community.

The Department enhances the quality of life and the safety of the citizens that it serves through public education and code compliance programs.

Organization

The Fire Department contains the Office of the Fire Chief, Operations, and Support.



FIRE DEPARTMENT

Highlights of the Department's 2004-05 work program are presented below. Additional information for each bureau is included in the sections that follow.

Bureau	Highlights	R2010 Campaigns Supported	Projected Completion
Office of the Chief	Develop and implement Risk Watch, a community-wide comprehensive injury prevention program	#1 - Involved Citizens #3 - Health, Safety & Responsibility #7 - Quality Service	Third Quarter
Operations	Develop and conduct fire protection training specific to the Port of Rochester	#3 - Health, Safety & Responsibility #5 - Regional Partnerships	Fourth Quarter
Support	Conduct first phase of Self-Contained Breathing Apparatus (SCBA) replacement program	#3 - Health, Safety & Responsibility #7 - Quality Service	Third Quarter

Year-to-Year Comparison

	Budget <u>2003-04</u>	Budget <u>2004-05</u>	<u>Change</u>	<u>Percent Change</u>
Office of the Fire Chief	2,325,700	2,111,600	-214,100	-9.2%
Operations	32,395,700	31,910,100	-485,600	-1.5%
Support	<u>2,938,600</u>	<u>2,935,800</u>	<u>-2,800</u>	-0.1%
Total	37,660,000	36,957,500	-702,500	-1.9%
Employee Years	569.6	568.3	-1.3	-0.2%

Change Detail

Salary & Wage <u>Adjustment</u>	General <u>Inflation</u>	<u>Chargebacks</u>	Vacancy <u>Allowance</u>	<u>Miscellaneous</u>	<u>Major Change</u>	<u>Total</u>
-234,100	74,700	97,700	0	-4,200	-636,600	-702,500

Major Change

Grant funding for the Metropolitan Medical Response System (MMRS) is reduced as program nears completion	-237,800
The City's share of the Public Safety Training Facility (PSTF) operating expense is eliminated as PSTF-generated revenue increases	-150,000
Two uniformed positions are eliminated due to budget constraints	-128,100
One-time grant funding from the Federal Emergency Management Association for the purchase of specialized equipment is eliminated	-71,800
Grant funded uniformed position added during 2003-04	0

Assignment of Authorized Positions
1995-96 to 2004-05

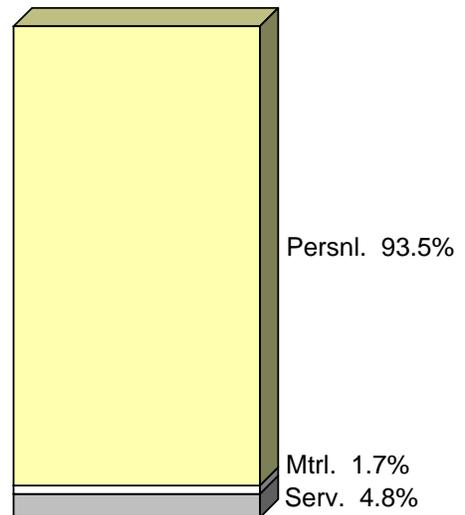
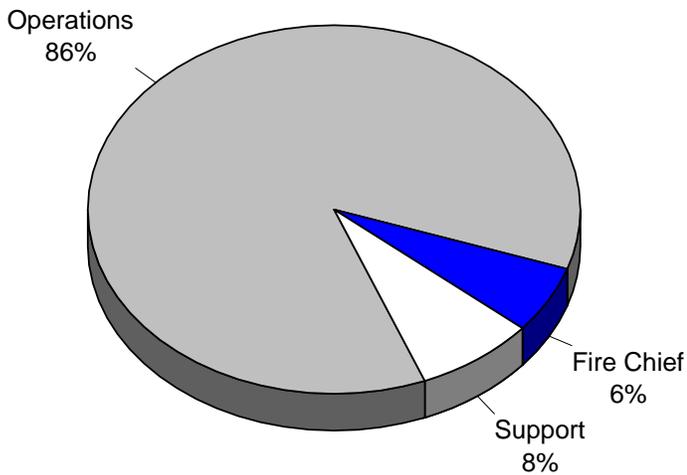
<u>Year</u>	<u>Office of the Chief & Support</u>			<u>Operations</u>			<u>Department</u>		
	<u>Uniform</u>	<u>Civilian</u>	<u>Total</u>	<u>Uniform</u>	<u>Civilian</u>	<u>Total</u>	<u>Uniform</u>	<u>Civilian</u>	<u>Total</u>
2004-05	46	26	72	475	2	477	521	28	549
2003-04	48	27	75	474	1	475	522	28	550
2002-03	30	21	51	499	7	506	529	28	557
2001-02	31	22	53	504	7	511	535	29	564
2000-01	25	21	46	506	7	513	531	28	559
1999-2000	26	21	47	521	7	528	547	28	575
1998-99	26	22	48	516	7	523	542	29	571
1997-98	19	20	39	514	7	521	533	27	560
1996-97	17	18	35	509	7	516	526	25	551
1995-96	17	18	35	501	7	508	518	25	543

FIRE DEPARTMENT EXPENDITURE SUMMARY

	Actual <u>2002-03</u>	Estimated <u>2003-04</u>	Amended <u>2003-04</u>	Approved <u>2004-05</u>
Appropriation by Major Object				
Personnel Expenses	35,045,255	34,821,500	34,996,100	34,569,600
Materials & Supplies	757,415	956,800	892,300	632,200
Services	1,675,024	1,373,400	1,771,600	1,755,700
Other	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	37,477,694	37,151,700	37,660,000	36,957,500

Appropriation by Activity				
Office of the Fire Chief	1,435,515	2,215,300	2,325,700	2,111,600
Operations	33,000,775	31,954,200	32,395,700	31,910,100
Support	<u>3,041,404</u>	<u>2,982,200</u>	<u>2,938,600</u>	<u>2,935,800</u>
Total	37,477,694	37,151,700	37,660,000	36,957,500

Employee Years by Activity				
Office of the Fire Chief	20.1	30.3	32.0	29.5
Operations	519.0	491.0	491.3	492.5
Support	<u>44.4</u>	<u>46.2</u>	<u>46.3</u>	<u>46.3</u>
Total	583.5	567.5	569.6	568.3



The Office of the Fire Chief includes the Chief's Office, which manages the Fire Department, Planning and Research, which provides analytical support to the Fire Chief, and Sick and Injured, which includes long-term sick and disabled firefighters.

The 2004-05 work plan includes the following:

Objective	R2010 Campaigns Supported	Projected Completion
Revise and enhance evaluation process of firefighter candidates	#3 - Health, Safety & Responsibility #7 - Quality Service	First Quarter
Evaluate physical condition of Plymouth Avenue Fire Station and develop alternative deployment scenario if required	#3 - Health, Safety & Responsibility #5 - Regional Partnerships	First Quarter
Develop and implement Risk Watch, a community-wide comprehensive injury prevention program	#1 - Involved Citizens #3 - Health, Safety & Responsibility #7 - Quality Service	Third Quarter
Complete hardware installation and two components of new records management system	#3 - Health, Safety & Responsibility #5 - Regional Partnerships	Fourth Quarter
Expand partnership opportunities with Strong Health to develop and promote community health and wellness initiatives	#1 - Involved Citizens #3 - Health, Safety & Responsibility #5 - Regional Partnerships	Fourth Quarter

Year-to-Year Comparison

	<u>2003-04</u>	<u>2004-05</u>	<u>Change</u>
Budget	2,325,700	2,111,600	-214,100
Employee Years	32.0	29.5	-2.5

Change Detail

<u>Salary & Wage Adjustment</u>	<u>General Inflation</u>	<u>Chargebacks</u>	<u>Vacancy Allowance</u>	<u>Miscellaneous</u>	<u>Major Change</u>	<u>Total</u>
36,500	11,400	5,200	0	-4,200	-263,000	-214,100

Major Change

One-time grant funding from the Federal Emergency Management Association for the purchase of specialized equipment is eliminated	-71,800
A vacant Lieutenant position in Planning & Research is eliminated due to budget constraints	-68,200
A vacant Firefighter position in the Chief's Office is eliminated due to budget constraints	-59,900
A clerical position transfers to Operations to provide additional support to the Health & Safety unit	-29,700
Training and travel is reduced due to budget constraints	-17,200
One-time funding to administer the physical agility portion of the entry-level Firefighter exam is eliminated	-10,000

**FIRE DEPARTMENT
OFFICE OF THE FIRE CHIEF**

Major Change

Productivity improvements result in savings	-4,200
Grant funding in support of the Community Emergency Response Team (CERT) is reduced as program enters its next phase	-2,000

CHIEF'S OFFICE

The Chief's Office manages the Department; establishes personnel standards, policies, and work schedules; reviews operations and performance; and carries out public relations. The activity also manages personnel, orders supplies, coordinates the Department's annual budget request, and controls general fiscal matters.

The Community Relations and Education Unit (CREU) is included in this activity. CREU conducts educational programs to develop public awareness of fire and fire safety, including Fire Prevention Week activities. CREU promotes fire safety to at-risk groups including pre-school children, the elderly, office personnel, and others.

Program Change

Consistent staffing in the Community Relations & Education Unit (CREU) allows presentations and contacts made to increase.

Performance Indicators

	<u>Actual 2002-03</u>	<u>Estimated 2003-04</u>	<u>Budget 2003-04</u>	<u>Budget 2004-05</u>
DEMAND				
CREU presentations requested	743	1,000	625	1,000
School fire safety programs requested	338	250	100	250
WORKLOAD				
CREU presentations conducted	743	1,000	625	1,000
School fire safety programs conducted	338	250	100	250
CREU contacts made	30,268	34,000	20,000	34,000

PLANNING & RESEARCH

This activity analyzes operations and reporting systems, evaluates programs, develops recommendations for modifying procedures, and assists in implementing new methods and techniques. It also oversees all phases of information systems and acts as liaison with the City's Department of Finance, Bureau of Information Systems and the Emergency Communications Department.

SICK & INJURED

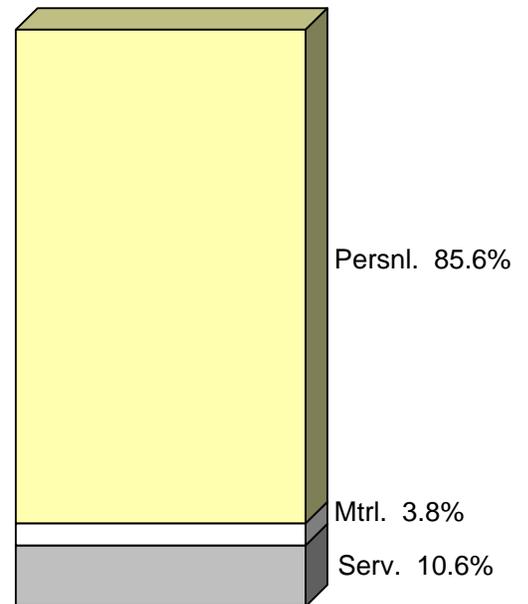
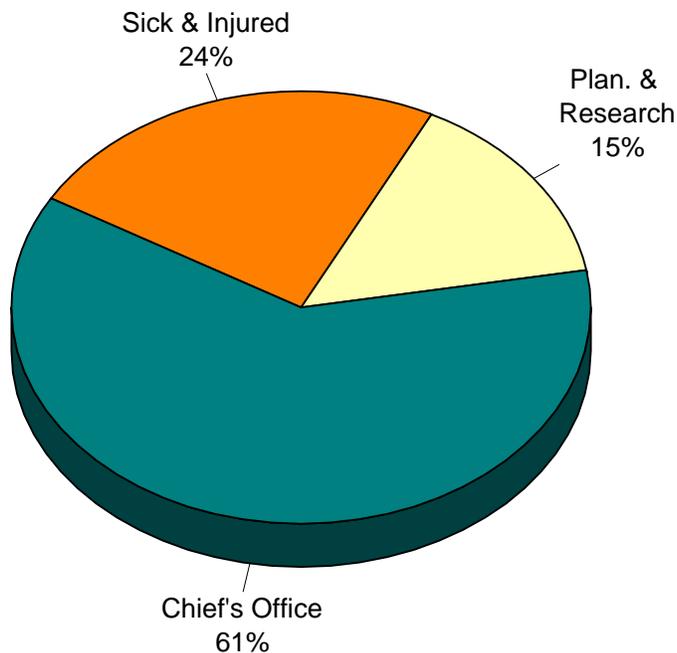
Payments to disabled but not yet retired firefighters are included in this activity, as well as personnel on long-term sick or injured status. Before 1978, under New York State law and City Charter, firefighters who were disabled in the line of duty were entitled to full salary and benefits for life and did not have to apply for disability. The New York State law was amended in 1978 to require such firefighters to retire at the mandatory retirement age with the Fire Chief authorized to apply for a disability retirement on their behalf for accidental disability from the State Retirement System. If the applications are granted, the City must pay the difference between the disability retirement benefit and the full salary amount until the mandatory retirement age is reached.

FIRE DEPARTMENT
OFFICE OF THE FIRE CHIEF
EXPENDITURE SUMMARY

	Actual <u>2002-03</u>	Estimated <u>2003-04</u>	Amended <u>2003-04</u>	Approved <u>2004-05</u>
Appropriation by Major Object				
Personnel Expenses	1,126,988	1,795,300	1,947,400	1,808,400
Materials & Supplies	190,136	189,300	148,000	79,100
Services	118,391	230,700	230,300	224,100
Other	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	1,435,515	2,215,300	2,325,700	2,111,600

Appropriation by Activity				
Chief's Office	1,219,806	1,427,000	1,517,800	1,292,300
Planning and Research	215,709	293,200	308,200	311,200
Sick & Injured	<u>0</u>	<u>495,100</u>	<u>499,700</u>	<u>508,100</u>
Total	1,435,515	2,215,300	2,325,700	2,111,600

Employee Years by Activity				
Chief's Office	16.9	20.8	21.9	19.4
Planning and Research	3.2	2.9	3.1	3.1
Sick & Injured	<u>0.0</u>	<u>6.6</u>	<u>7.0</u>	<u>7.0</u>
Total	20.1	30.3	32.0	29.5



FIRE DEPARTMENT
OFFICE OF THE FIRE CHIEF
PERSONNEL SUMMARY

FULL TIME POSITIONS				Chief's Office	Planning & Research	Sick & Injured
Br.	Title	Budget 2003-04	Approved 2004-05			
36	Fire Chief	1	1	1		
87	Executive Deputy Fire Chief	1	1	1		
85	Battalion Chief	2	2		1	1
84	Fire Captain	1	1	1		
82	Fire Lieutenant	5	4	1		3
80	Firefighter	9	8	4	1	3
29	Principal Staff Assistant	1	1	1		
24	Case Manager	1	1	1		
20	Executive Assistant	0	1		1	
18	Secretary to the Chief	1	1	1		
18	Senior Television Technician	1	1	1		
16	Administrative Assistant	2	1	1		
16	Community Outreach Specialist/Bilingual	0	1	1		
13	Supervising Stock Clerk	1	0			
9	Clerk II	3	3	3		
7	Clerk III with Typing	1	0			
6	Receptionist/Typist - Bilingual	0	1	1		
6	Receptionist/Typist	1	0			
EMPLOYEE YEARS						
Full Time		31.0	28.0	18.0	3.0	7.0
Overtime		1.0	1.5	1.4	0.1	0.0
Part Time, Temporary, Seasonal		0.0	0.0	0.0	0.0	0.0
Less: Vacancy Allowance		<u>0.0</u>	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>
Total		32.0	29.5	19.4	3.1	7.0

Operations performs three functions: line operations, training, and safety assurance. Line operations suppresses fires and responds with personnel and firefighting apparatus to emergency medical and other non-emergency situations. Training provides classroom and field classes for new recruits and current firefighting personnel and has responsibility for the City's Emergency Management and Preparedness program. Emergency Medical Services provides training and testing required for certification. Health and Safety assures fire scene safety and compliance with all Federal, New York State, and local job-related safety regulations.

The 2004-05 work plan includes the following:

Objective	R2010 Campaigns Supported	Projected Completion
Implement computer-based Cardio-Pulmonary Resuscitation (CPR) recertifications	#3 - Health, Safety & Responsibility #7 - Quality Service	Second Quarter
Develop and conduct a full-scale drill for response to potential weapons of mass destruction and public health emergencies	#3 - Health, Safety & Responsibility #5 - Regional Partnerships	Second Quarter
Develop and conduct fire protection training specific to the Port of Rochester	#3 - Health, Safety & Responsibility #5 - Regional Partnerships	Fourth Quarter

Year-to-Year Comparison

	<u>2003-04</u>	<u>2004-05</u>	<u>Change</u>
Budget	32,395,700	31,910,100	-485,600
Employee Years	491.3	492.5	1.2

Change Detail

<u>Salary & Wage Adjustment</u>	<u>General Inflation</u>	<u>Chargebacks</u>	<u>Vacancy Allowance</u>	<u>Miscellaneous</u>	<u>Major Change</u>	<u>Total</u>
-267,800	56,600	92,500	0	0	-366,900	-485,600

Major Change

Grant funding for the Metropolitan Medical Response System (MMRS) is reduced as program nears completion	-237,800
The City's share of the Public Safety Training Facility (PSTF) operating expense is eliminated as PSTF-generated revenue increases	-150,000
A clerical position transfers from the Office of the Fire Chief to provide additional support to the Health & Safety unit	29,700
Productivity improvements result in savings	-8,800
Grant funded uniformed position added during 2003-04	0

SUPPRESSION – R2010 Campaign #3 - Health, Safety & Responsibility

Suppression fights fires, provides emergency medical service, and responds to and mitigates other emergency and non-emergency incidents. It utilizes nine quint-midi companies, eight engine companies, and one heavy rescue unit. These forces respond from sixteen fire stations strategically located throughout Rochester.

FIRE DEPARTMENT OPERATIONS

The activity responds to fire incidents, performs rescues, and also controls hazardous materials that threaten public safety with a specialized Hazardous Materials Response Team. All fire company personnel continue to train as Certified First Responders and Emergency Medical Technicians, and provide emergency medical services in conjunction with the contracted ambulance service provider. When not engaged in firefighting, the activity performs code enforcement inspections, participates in training, and operates public education programs in cooperation with the Community Relations & Education Unit (CREU).

Performance Indicators

	Actual <u>2002-03</u>	Estimated <u>2003-04</u>	Budget <u>2003-04</u>	Budget <u>2004-05</u>
DEMAND				
City parcels	67,364	67,249	67,300	67,300
Hydrants	7,287	7,287	7,287	7,287
WORKLOAD				
● Structure fire incidents	859	820	820	820
● Other fire incidents	774	800	860	800
● Emergency medical incidents	10,796	11,000	10,440	11,000
● Other incidents	12,427	12,000	11,600	12,000
● False alarm incidents	<u>3,160</u>	<u>3,500</u>	<u>3,320</u>	<u>3,500</u>
Total incidents	28,016	28,120	27,040	28,120
Fire safety inspections	7,902	7,950	8,000	8,000
Hydrant inspections	7,287	7,287	7,287	7,287
RESULTS				
Unit Responses to structure fire incidents	4,422	4,300	4,157	4,300
Unit Responses to other fire incidents	1,465	1,500	1,635	1,500
Unit Responses to emergency medical incidents	13,301	13,650	12,150	13,650
Unit Responses to false alarm incidents	5,864	5,755	5,547	5,755
Unit Responses to other incidents	<u>21,861</u>	<u>21,920</u>	<u>20,480</u>	<u>21,920</u>
Total Unit Responses	46,913	47,125	43,969	47,125
Unit Responses by Fire Station and Unit				
● 272 Allen Street (Quint 8, Midi 8)	3,698	4,245	3,645	4,245
● 185 N. Chestnut St (Engine 17, Rescue 11)	4,039	4,185	4,000	4,185
● 1207 N. Clinton Ave (Quint 6, Midi 6)	4,400	4,680	4,465	4,680
● 1477 Dewey Ave (Quint 2, Midi 2, Engine 10)	3,914	4,085	3,790	4,085
● 1051 Emerson St (Engine 3)	1,134	1,225	1,097	1,225
● 57 Gardiner Ave (Quint 5, Midi 5)	3,102	3,190	2,920	3,190
● 873 Genesee St (Engine 7)	1,708	1,835	1,740	1,835
● 740 N Goodman St (Quint 7, Midi 7)	4,023	4,125	3,760	4,125
● 704 Hudson Ave (Engine 16)	3,043	3,145	2,985	3,145
● 4090 Lake Ave (Quint 1, Midi 1)	1,241	1,345	1,122	1,345
● 450 Lyell Ave (Engine 5)	2,499	2,590	2,510	2,590
● 315 Monroe Ave (Quint 9, Midi 9)	4,356	4,315	4,310	4,315
● 640 Plymouth Ave (Engine 13)	1,782	1,725	1,595	1,725
● 1281 South Ave (Quint 3, Midi 3)	2,133	2,325	2,090	2,325
● 977 University Ave (Quint 4, Midi 4)	2,878	2,785	2,725	2,785
● 160 Wisconsin St (Engine 12)	<u>1,307</u>	<u>1,325</u>	<u>1,215</u>	<u>1,325</u>
Total Unit Responses	45,257	47,125	43,969	47,125

Performance Indicators

	<u>Actual</u> <u>2002-03</u>	<u>Estimated</u> <u>2003-04</u>	<u>Budget</u> <u>2003-04</u>	<u>Budget</u> <u>2004-05</u>
EFFICIENCY				
Unit Responses per Multiple Unit Station (avg.)	3,378	3,528	3,283	3,528
Unit Responses per Single Unit Station (avg.)	1,912	1,974	1,857	1,974
Average Fire Safety Inspections per Unit	293	294	296	296
Average Hydrant Inspections per Unit	270	270	270	270

PROTECTIVES – R2010 Campaign #3 - Health, Safety & Responsibility

This activity supports Protectives, Inc. of Rochester, NY, a volunteer organization. These volunteers respond to fire alarms to safeguard property. They use a City fire vehicle, tarpaulins, fans, pumps, and other equipment. Four City Firefighters are assigned to this activity to drive and assist at the scene.

TRAINING – R2010 Campaign #3 - Health, Safety & Responsibility

This activity provides initial training of recruits and ongoing training of firefighters and officers of the Department. The Training Division also conducts the Firefighter Trainee program, and is responsible for Special Operations, which includes the City's Emergency Management and Preparedness program.

Recruit training consists of a sixty-five day session at the Fire Academy located at the Public Safety Training Facility (PSTF) on Scottsville Road. During this period, recruits learn the procedures and use of equipment for firefighting and rescue operations. Every fire company spends at least two days per year at the Academy to renew familiarity with equipment and techniques and to learn new procedures. In addition, personnel are trained to operate new apparatus.

The activity also conducts annual service tests of firefighting apparatus and, with the assistance of Apparatus Maintenance, develops specifications for and prepares new apparatus for service.

A Firefighter Trainee program is included in this activity. A cooperative effort with the City School District, this program currently offers 11th and 12th graders an opportunity to train part time with the Fire Department. Upon successful completion, graduates may be eligible for employment as firefighters.

Program Change

Classroom training shifts to hours as the measure of activity rather than classes held.

Special Operations drills held increase due to new training initiatives in support of the activities specific to the Port of Rochester.

Performance Indicators

	<u>Actual</u> <u>2002-03</u>	<u>Estimated</u> <u>2003-04</u>	<u>Budget</u> <u>2003-04</u>	<u>Budget</u> <u>2004-05</u>
DEMAND				
Recruits	16	22	16	20
Uniformed personnel	529	522	522	521
New apparatus	1	3	3	1
Apparatus tests requested	50	50	50	51
Emergency Preparedness/Special Operations:				
● Personnel requiring specialized training	240	240	240	240
● Incident responses	183	125	124	124
WORKLOAD				
Classes held	246	N/A	246	N/A
Classroom training hours	87,000	87,000	N/A	90,000
Apparatus tests performed	50	50	50	51
Emergency Preparedness:				

FIRE DEPARTMENT OPERATIONS

Performance Indicators

	Actual <u>2002-03</u>	Estimated <u>2003-04</u>	Budget <u>2003-04</u>	Budget <u>2004-05</u>
● Special Operations training classes held	24	N/A	24	N/A
● Special Operations classroom training hours	13,000	13,000	N/A	15,000
● Special Operations drills held	12	12	14	24

N/A - Not Applicable

EMERGENCY MEDICAL SERVICE – R2010 Campaign #3 - Health, Safety & Responsibility

This activity coordinates the Fire Department's Emergency Medical Services (EMS) Program, including training, certification, and required testing, as well as purchase and maintenance of EMS equipment and supplies. Training and certification is provided in the following areas: Emergency Medical Technician (EMT), Certified First Responder (CFR), and Cardio-Pulmonary Resuscitation (CPR).

Program Change

In-service training required by the New York State Department of Health for recertification of Emergency Medical Technicians (EMT) is now referred to as Continuing Medical Education (CME) rather than EMT refresher recertification.

Performance Indicators

	Actual <u>2002-03</u>	Estimated <u>2003-04</u>	Budget <u>2003-04</u>	Budget <u>2004-05</u>
DEMAND				
Personnel requiring training	215	268	251	250
● EMT - initial certification	0	20	0	20
● EMT - refresher certification	66	53	112	N/A
● CFR - refresher certification	26	60	55	73
● CPR - initial and refresher certification	153	268	251	250
● CME - initial and refresher certification	31	132	N/A	114
RESULTS				
EMT/CFR/CME training classes held	10	19	14	20
CPR training classes held	26	45	36	40

N/A - Not Applicable

HEALTH & SAFETY – R2010 Campaign #3 - Health, Safety & Responsibility

This unit manages the department's Health and Safety programs, inspecting all facilities, apparatus and equipment for compliance with Federal, New York State, and local safety regulations. Unit representatives also respond to emergency incidents and recommend procedures to reduce risk to firefighting personnel.

Program Change

Criteria for response by line Health & Safety Officer expands causing incident responses to increase.

Injury reviews increase as all injuries will be examined. Injury reviews planned for 2003-04 included only those that were reportable to the Occupational Safety & Health Administration (OSHA) or that involved time lost from work.

FIRE DEPARTMENT
OPERATIONS

10-13

Performance Indicators

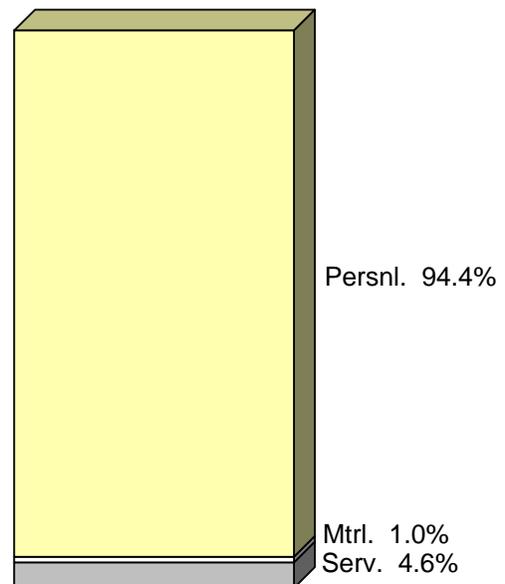
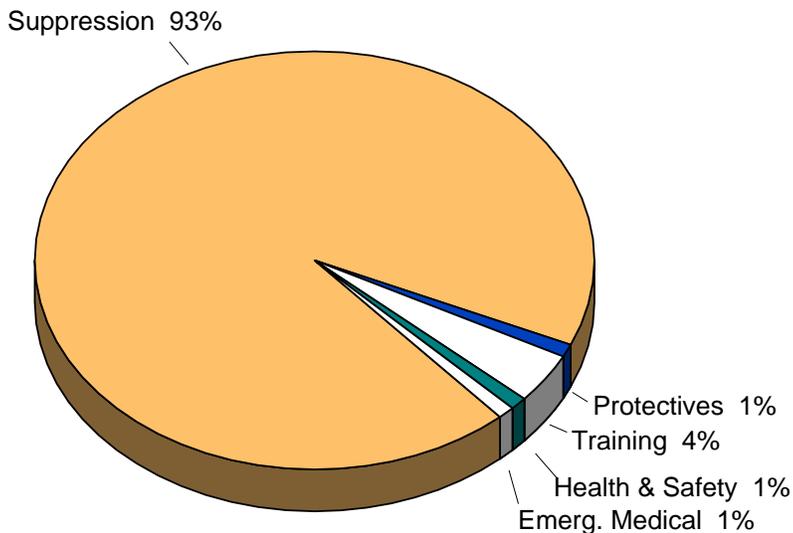
	<u>Actual</u> <u>2002-03</u>	<u>Estimated</u> <u>2003-04</u>	<u>Budget</u> <u>2003-04</u>	<u>Budget</u> <u>2004-05</u>
DEMAND				
Fire facility inspections requested	40	18	16	18
Incident responses	278	595	278	600
Haz-Mat, High Rise, and Confined Space responses	20	28	20	30
Second Alarms	25	25	25	25
Exposure Reports	170	100	75	100
Fit Testing				
● Universal EMS mask filters	500	500	500	500
● SCBA face piece	500	500	500	500
Turnout gear inspection	915	1,000	915	1,000
WORKLOAD				
Facility & equipment inspections scheduled	40	18	16	18
Incident responses	278	595	278	600
Injury reports prepared	250	191	250	250
Injury reviews	50	150	50	250
Fit Testing				
● Universal EMS mask filters	500	500	500	500
● SCBA face piece	500	500	500	500
Turnout gear inspection	915	1,000	915	1,000
RESULTS				
Facility & equipment inspections performed	40	18	16	18
Injury reports reviewed	250	191	250	250
Injury reviews completed	250	191	50	250
Fit Testing				
● Universal EMS mask filters	500	500	500	500
● SCBA face piece	500	500	500	500
Turnout gear inspection	1,000	1,000	915	1,000

FIRE DEPARTMENT OPERATIONS EXPENDITURE SUMMARY

	Actual <u>2002-03</u>	Estimated <u>2003-04</u>	Amended <u>2003-04</u>	Approved <u>2004-05</u>
Appropriation by Major Object				
Personnel Expenses	31,738,171	30,389,400	30,411,500	30,126,800
Materials & Supplies	283,179	498,500	500,800	309,600
Services	979,425	1,066,300	1,483,400	1,473,700
Other	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	33,000,775	31,954,200	32,395,700	31,910,100

Appropriation by Activity				
Suppression	30,053,795	29,867,200	29,812,700	29,744,900
Protectives	260,841	310,600	289,300	290,300
Sick & Injured	453,107	0	0	0
Fire Communications	84,572	0	0	0
Code Enforcement	1,341,339	0	0	0
Fire Investigation	807,121	0	0	0
Training	0	1,253,400	1,712,400	1,267,500
Emergency Medical Service	0	129,400	172,200	167,200
Health & Safety	<u>0</u>	<u>393,600</u>	<u>409,100</u>	<u>440,200</u>
Total	33,000,775	31,954,200	32,395,700	31,910,100

Employee Years by Activity				
Suppression	469.9	464.9	465.6	466.7
Protectives	3.7	4.5	4.2	4.2
Sick & Injured	7.6	0.0	0.0	0.0
Fire Communications	1.4	0.0	0.0	0.0
Code Enforcement	21.9	0.0	0.0	0.0
Fire Investigation	14.5	0.0	0.0	0.0
Training	0.0	14.9	14.3	13.3
Emergency Medical Service	0.0	1.6	2.1	2.1
Health & Safety	<u>0.0</u>	<u>5.1</u>	<u>5.1</u>	<u>6.2</u>
Total	519.0	491.0	491.3	492.5



FIRE DEPARTMENT
OPERATIONS
PERSONNEL SUMMARY

FULL TIME POSITIONS				Suppression	Protectives	Training	Emergency Medical Service	Health & Safety
Br.	Title	Budget 2003-04	Approved 2004-05					
86	Deputy Fire Chief	5	5	4		1		
85	Battalion Chief	16	16	14		1		1
84	Fire Captain	33	33	26		2	1	4
82	Fire Lieutenant	62	63	58		4	1	
80	Firefighter	358	358	353	4	1		
9	Clerk II with Typing	0	1					1
7	Clerk III with Typing	1	1			1		
EMPLOYEE YEARS								
Full Time		475.0	477.0	455.0	4.0	10.0	2.0	6.0
Overtime		12.3	12.5	11.7	0.2	0.3	0.1	0.2
Part Time, Temporary, Seasonal		4.0	3.0	0.0	0.0	3.0	0.0	0.0
Less: Vacancy Allowance		<u>0.0</u>	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>
Total		491.3	492.5	466.7	4.2	13.3	2.1	6.2

FIRE DEPARTMENT SUPPORT

Support assists other divisions of the Fire Department through five activities: Apparatus Maintenance, which services and maintains all City firefighting apparatus and support vehicles; Hose and Supply, which is responsible for the ordering, maintaining, and stocking of equipment and material essential to Department operation; Fire Communications, which maintains Rochester's radio fire alarm system; Fire Investigation, which investigates all structure fires; and Code Enforcement, which assures compliance with City fire code through regular inspections of residential, commercial, industrial, and institutional sites.

The 2004-05 work plan includes the following:

Objective	R2010 Campaigns Supported	Projected Completion
Create a Fire Safety High Rise Inspection Team within existing Fire Department resources	#3 - Health, Safety & Responsibility #7 - Quality Service	Second Quarter
Conduct first phase of Self-Contained Breathing Apparatus (SCBA) replacement program	#3 - Health, Safety & Responsibility #7 - Quality Service	Third Quarter
Develop and implement a fire investigation component for the Community Emergency Response Team (CERT) Training	#1 - Involved Citizens #3 - Health, Safety & Responsibility #5 - Regional Partnerships	Fourth Quarter

Year-to-Year Comparison

	<u>2003-04</u>	<u>2004-05</u>	<u>Change</u>
Budget	2,938,600	2,935,800	-2,800
Employee Years	46.3	46.3	0.0

Change Detail

<u>Salary & Wage Adjustment</u>	<u>General Inflation</u>	<u>Chargebacks</u>	<u>Vacancy Allowance</u>	<u>Miscellaneous</u>	<u>Major Change</u>	<u>Total</u>
-2,800	6,700	0	0	0	-6,700	-2,800

Major Change

Productivity improvements result in savings	-6,700
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APPARATUS MAINTENANCE – R2010 Campaign #7 - Quality Service

This unit maintains fire apparatus, support vehicles and other motorized equipment. The unit participates in the process of acquiring new apparatus, from developing specifications through preparing the new apparatus for use. Apparatus Maintenance also prepares surplus fire fighting equipment for sale after new equipment has been placed in service. The Apparatus Maintenance supervisor responds to all multiple alarm fires. Airport Fire Apparatus are maintained by the City and are included in the performance data displayed below. The total pieces of equipment includes units that have not been sold as surplus at this point in time.

Program Change

Pieces of equipment are revised to include small equipment such as snow throwers, ventilation saws, portable generators, and other similar equipment.

FIRE DEPARTMENT
SUPPORT

10-17

Performance Indicators

	<u>Actual</u> <u>2002-03</u>	<u>Estimated</u> <u>2003-04</u>	<u>Budget</u> <u>2003-04</u>	<u>Budget</u> <u>2004-05</u>
DEMAND				
Pieces of Equipment:				
● Pumpers	13	13	13	13
● Quints	13	14	13	14
● Midis	15	17	14	15
● Other Vehicles	55	65	59	65
● Small Equipment	<u>N/A</u>	<u>133</u>	<u>N/A</u>	<u>133</u>
Total	96	242	99	240
 WORKLOAD				
First line apparatus maintenance and repairs	1,393	1,600	1,400	1,500
Reserve apparatus repairs	325	390	350	380
Auto and miscellaneous repairs	960	1,100	1,000	1,100

N/A - Not Applicable

HOSE & SUPPLY – R2010 Campaign #3 - Health, Safety & Responsibility

This activity purchases and distributes supplies to the fire stations. It performs general maintenance, testing, and routine repairs on fire tools and appliances, including fire hoses, nozzles, hydrant gates, turnout coats, and breathing apparatus. The activity also responds to major fires to deliver additional air bottles and make minor on-the-spot repairs.

Program Change

Service to breathing apparatus increases due to safety recalls by the manufacturer requiring repairs to a demand lever in all self-contained breathing apparatus.

Performance Indicators

	<u>Actual</u> <u>2002-03</u>	<u>Estimated</u> <u>2003-04</u>	<u>Budget</u> <u>2003-04</u>	<u>Budget</u> <u>2004-05</u>
DEMAND				
Fire stations served	16	16	16	16
 WORKLOAD				
Scheduled deliveries	7,125	7,200	7,500	7,200
Air cylinders filled	8,083	8,000	8,000	8,000
Fire hoses tested	1,765	1,810	1,850	1,850
Breathing apparatus serviced	647	425	250	400
Oxygen cylinders filled	1,078	1,100	1,100	1,100
SCBA facepieces serviced	190	200	200	210

FIRE COMMUNICATIONS – R2010 Campaign #7 - Quality Service

This unit maintains Rochester's radio fire alarm system. The system includes street alarm boxes for public use and master boxes providing automatic transmission from alarm systems in City schools, hospitals, nursing homes, and several industries. The unit maintains the central station receiver located in the Emergency Communications Center. It also programs digital communications equipment for the Department, and provides liaison with the Monroe County Fire Communications activity.

FIRE DEPARTMENT SUPPORT

Performance Indicators

	<u>Actual</u> <u>2002-03</u>	<u>Estimated</u> <u>2003-04</u>	<u>Budget</u> <u>2003-04</u>	<u>Budget</u> <u>2004-05</u>
DEMAND				
Alarm boxes	168	168	175	168
Master consoles	3	3	3	3
Pagers	40	40	40	40
Portable & mobile units	306	306	306	306
WORKLOAD				
Box tests performed	975	1,050	1,050	975
Repairs required	325	350	350	325
RESULTS				
Repairs completed	325	350	350	325

CODE ENFORCEMENT – R2010 Campaign #3 - Health, Safety & Responsibility

Code Enforcement inspects residential, commercial, industrial, and institutional properties, seeking out violations of the Fire Prevention Code liable to cause fire and endanger life and property. The activity also responds to citizen complaints concerning potential code violations. Code Enforcement, in conjunction with Community Development, reviews new construction plans to ensure code compliance and provide technical assistance to developers. It also inspects properties that are in the process of receiving Certificates of Occupancy and entertainment licenses. This unit will continue to coordinate its efforts with Neighborhood Empowerment Team (NET) offices. Code Enforcement also works with the NET offices in "Project Uplift", enforcing conformance with the City's municipal code. If a Certificate of Occupancy inspection has been conducted within the past 12 months, the Fire Department does not reinspect. Fire companies conduct reinspections in an attempt to resolve the situation without making referral to Code Enforcement. Non-life-threatening safety violation reinspections are performed by the Fire Companies and are not referred to Code Enforcement.

The unit issues permits for maintaining, storing, handling, and transporting hazardous materials and inspects vehicles, buildings, and storage places to be used. Code Enforcement maintains an information file on structures that records inspections, permit issuance, and fire prevention measures.

Program Change

New mandates by the New York State Education Department for the 2004-05 school year cause inspections and reinspections to increase. Fire Safety Inspectors will now be required to conduct all necessary follow-up inspections to verify corrections have been made to any cited violations or irregularities.

Premises inspected for permits increase as Fire Code of New York State is revised. Referrals to other City departments resulting from inspections increase as Fire Safety Code Enforcement Officers are allowed increased enforcement authority.

Parking violations issued increase as additional department personnel are authorized to write tickets.

Performance Indicators

	<u>Actual</u> <u>2002-03</u>	<u>Estimated</u> <u>2003-04</u>	<u>Budget</u> <u>2003-04</u>	<u>Budget</u> <u>2004-05</u>
DEMAND				
Examination requests	55	52	50	55
Permit requests	2,110	2,200	2,200	2,300
Violation referrals from Suppression	2,000	2,000	2,100	2,100
Construction plans submitted for review	221	180	420	220

FIRE DEPARTMENT
SUPPORT

10-19

Performance Indicators

	Actual <u>2002-03</u>	Estimated <u>2003-04</u>	Budget <u>2003-04</u>	Budget <u>2004-05</u>
Alarm test requests	363	210	400	250
School inspection requests	91	104	104	200
WORKLOAD				
Permits issued*	3,784	3,766	4,000	3,900
Premises inspected for permits	2,072	2,328	1,950	2,400
Violations issued from permit inspections	5,678	6,628	5,100	6,000
Inspection of Suppression referrals	1,482	1,214	1,550	1,500
Appearance tickets issued	398	342	430	400
Fire System Tests (hours)	693	576	520	570
Reinspections	2,641	3,000	2,300	3,000
Referrals to other City departments resulting from inspections	319	224	600	300
Plans reviewed	221	180	400	250
License inspections	903	702	725	725
RESULTS				
Parking violations issued	175	380	120	250
Court time required for appearance tickets (hrs.)	239	182	250	250

*Permits issued may be multiples. Many projects require more than one permit.

FIRE INVESTIGATION – R2010 Campaign #3 - Health, Safety & Responsibility

This unit investigates all structure fires or any other incident as required by command staff. It surveys fire scenes to determine ignition sequence and fire development and conducts interviews with witnesses and victims. If Fire Investigation staff determine that an incident was caused by arson, it interrogates suspects and makes arrests. The activity also includes the Fire Related Youth Juvenile Program (FRY) that investigates juvenile firesetter incidents. FRY personnel perform educational interventions with juveniles and primary caregivers.

Program Change

Code Enforcement violations cited increase as Fire Investigation assists Fire Safety unit with school inspection workload.

Performance Indicators

	Actual <u>2002-03</u>	Estimated <u>2003-04</u>	Budget <u>2003-04</u>	Budget <u>2004-05</u>
DEMAND				
Initial fire investigations required	1,160	1,118	1,150	1,140
Freedom of Information Requests (FOIL)	487	474	500	480
WORKLOAD				
Initial investigations conducted	1,160	1,118	1,150	1,140
Follow-up investigations	307	330	270	340
Incendiary investigations	420	448	440	435
Juvenile incidents	283	264	330	275
FOIL requests processed	487	474	500	480

FIRE DEPARTMENT
SUPPORT

Performance Indicators

	Actual <u>2002-03</u>	Estimated <u>2003-04</u>	Budget <u>2003-04</u>	Budget <u>2004-05</u>
RESULTS				
Fire investigations closed	605	526	525	565
Preventable fire incidents	284	284	260	285
Juvenile contacts	303	296	420	380
Parking tickets issued	700	736	350	410
Code Enforcement violations cited	10	10	10	70
Arrests:				
● Adult	28	38	40	35
● Juvenile	45	41	40	45

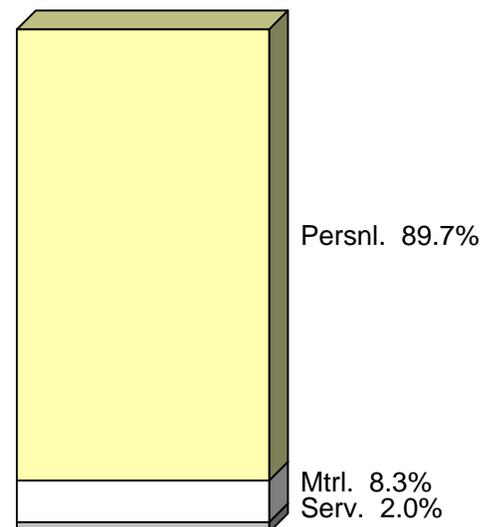
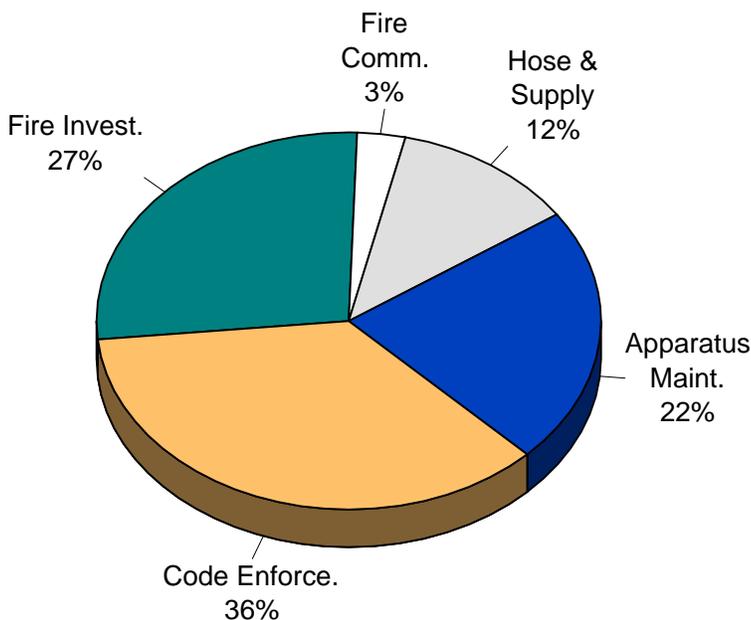
**FIRE DEPARTMENT
SUPPORT
EXPENDITURE SUMMARY**

10-21

Appropriation by Major Object	<u>Actual 2002-03</u>	<u>Estimated 2003-04</u>	<u>Amended 2003-04</u>	<u>Approved 2004-05</u>
Personnel Expenses	2,180,096	2,636,800	2,637,200	2,634,400
Materials & Supplies	284,100	269,000	243,500	243,500
Services	577,208	76,400	57,900	57,900
Other	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	3,041,404	2,982,200	2,938,600	2,935,800

Appropriation by Activity	<u>Actual 2002-03</u>	<u>Estimated 2003-04</u>	<u>Amended 2003-04</u>	<u>Approved 2004-05</u>
Training	1,464,802	0	0	0
Apparatus Maintenance	630,178	651,700	630,500	642,200
Hose and Supply	346,062	355,800	348,300	345,600
Health & Safety	416,878	0	0	0
Emergency Medical Service	183,484	0	0	0
Fire Communications	0	90,800	90,800	92,600
Fire Investigation	0	801,900	806,200	801,600
Code Enforcement	<u>0</u>	<u>1,082,000</u>	<u>1,062,800</u>	<u>1,053,800</u>
Total	3,041,404	2,982,200	2,938,600	2,935,800

Employee Years by Activity	<u>Actual 2002-03</u>	<u>Estimated 2003-04</u>	<u>Amended 2003-04</u>	<u>Approved 2004-05</u>
Training	22.6	0.0	0.0	0.0
Apparatus Maintenance	9.7	9.8	9.9	9.9
Hose and Supply	4.6	4.1	4.1	4.1
Health and Safety	5.2	0.0	0.0	0.0
Emergency Medical Service	2.3	0.0	0.0	0.0
Fire Communications	0.0	1.4	1.4	1.4
Fire Investigation	0.0	14.4	14.4	14.4
Code Enforcement	<u>0.0</u>	<u>16.5</u>	<u>16.5</u>	<u>16.5</u>
Total	44.4	46.2	46.3	46.3



FIRE DEPARTMENT
FIRE DEPARTMENT – SUPPORT
PERSONNEL SUMMARY

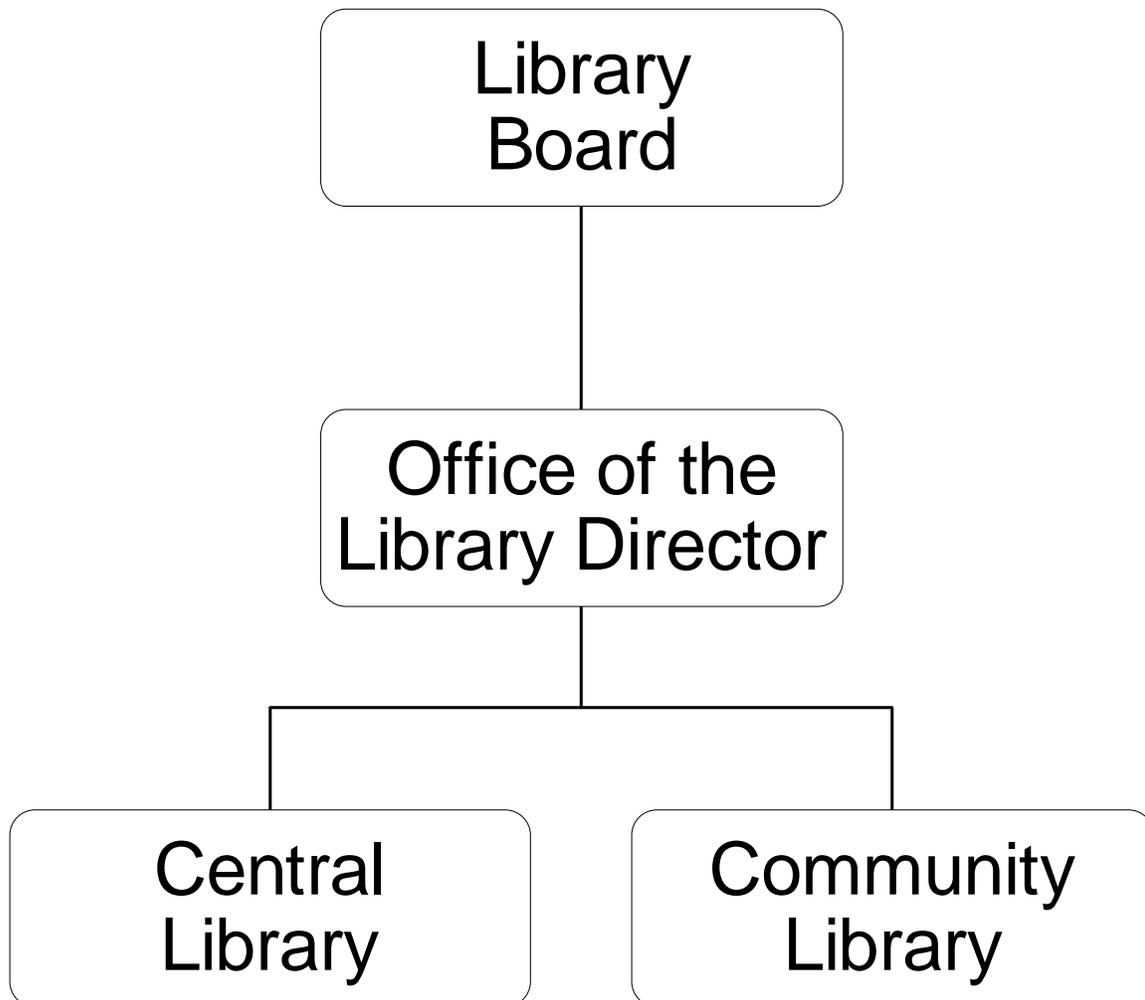
FULL TIME POSITIONS				Apparatus Maintenance	Hose & Supply	Fire Commu- -nications	Fire Investigation	Code Enforcement
Br.	Title	Budget 2003-04	Approved 2004-05					
86	Deputy Fire Chief	1	1					1
85	Battalion Chief	1	1					1
84	Fire Captain	1	1				1	
82	Fire Lieutenant	5	5		2		1	2
80	Firefighter	21	21		2		9	10
78	Fire Equipment Maint. Supervisor	1	1	1				
75	Fire Communications Technician	1	1			1		
73	Fire Apparatus Body Repairer	1	1	1				
73	Senior Fire Equipment Mechanic	5	5	5				
27	Supt. Fire Equipment Maintenance	1	1	1				
11	Senior Legal Secretary	1	0					
9	Clerk II with Typing	3	3				2	1
7	Clerk III	1	1					1
7	Clerk III with Typing	0	1				1	
60	Maintenance Mechanic	1	1	1				
EMPLOYEE YEARS								
Full Time		44.0	44.0	9.0	4.0	1.0	14.0	16.0
Overtime		2.3	2.3	0.9	0.1	0.4	0.4	0.5
Part Time, Temporary, Seasonal		0.0	0.0	0.0	0.0	0.0	0.0	0.0
Less: Vacancy Allowance		<u>0.0</u>	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>
Total		46.3	46.3	9.9	4.1	1.4	14.4	16.5

Purpose

The Rochester Public Library provides library and information services to City and Monroe County residents. It operates the Central Library, ten branches in the City, and thirty extension locations in Monroe County. The Central Library serves as the New York State chartered central library for the twenty member Monroe County Library System.

Organization

The Library consists of the Central Library, which includes support services, and Community Services, which includes the branch libraries. In accordance with New York State Education Law, the Library is governed by an eleven-member Board of Trustees. The Mayor appoints trustees, with the approval of City Council, for five-year terms.



Highlights of the Department's 2004-05 work program are presented below. Additional information for each bureau is included in the sections that follow.

Bureau	Highlights	R2010 Campaigns Supported	Projected Completion
Central	Create a docent program to familiarize patrons with the Central Library facility and services	#1 - Involved Citizens #7 - Quality Service #11 - Arts & Culture	Fourth Quarter
Community	Begin planning and development of meeting room addition to the Lyell Branch Library	#1 - Involved Citizens #7 - Quality Service #11 - Arts & Culture	Second Quarter

Year-to-Year Comparison

Division	Budget	Budget	Change	Percent Change
	2003-04	2004-05		
Central Library	7,676,100	7,264,800	-411,300	-5.4%
Community Library	2,821,100	2,726,800	-94,300	-3.3%
Total	10,497,200	9,991,600	-505,600	-4.8%
Employee Years	192.4	182.0	-10.4	-5.4%

Change Detail

Salary & Wage Adjustment	General		Vacancy			Total
	Inflation	Chargebacks	Allowance	Miscellaneous	Major Change	
235,600	37,700	17,100	4,500	0	-800,500	-505,600

Major Change

As proposed by the Mayor:

Budget constraints necessitated by Monroe County result in reduced personnel allocations at the Central Library, reduced library materials, and reduced subscriptions -565,400

Budget constraints result in a 6.7% reduction in Branch library service hours, reducing associated personnel costs -176,100

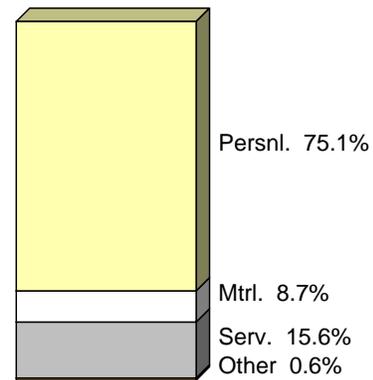
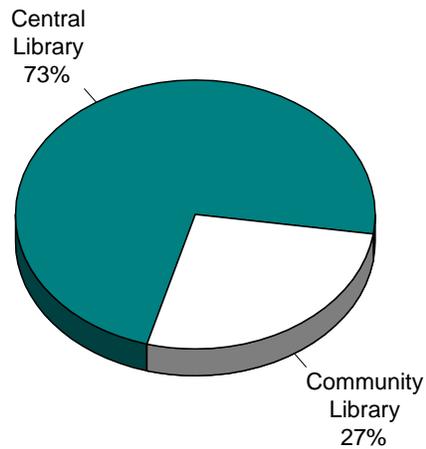
The City Historian and records management functions are consolidated, City Historian and support costs transfer to Finance, Records Management -70,700

As amended by City Council:

Funds provided for Saturday hours during the Summer at Lincoln and Arnett libraries 20,000

PUBLIC LIBRARY
EXPENDITURE SUMMARY

	Actual <u>2002-03</u>	Estimated <u>2003-04</u>	Amended <u>2003-04</u>	Approved <u>2004-05</u>
Appropriation by Major Object				
Personnel Expenses	7,957,904	7,734,700	7,672,100	7,502,800
Materials & Supplies	927,151	979,000	966,500	872,200
Services	1,586,569	1,607,800	1,593,600	1,556,600
Other	<u>3,330</u>	<u>86,000</u>	<u>265,000</u>	<u>60,000</u>
Total	10,474,954	10,407,500	10,497,200	9,991,600
Appropriation by Activity				
Central Library	7,740,222	7,613,700	7,676,100	7,264,800
Community Library	<u>2,734,732</u>	<u>2,793,800</u>	<u>2,821,100</u>	<u>2,726,800</u>
Total	10,474,954	10,407,500	10,497,200	9,991,600
Employee Years by Activity				
Central Library	159.9	141.9	140.6	136.6
Community Library	<u>53.2</u>	<u>51.9</u>	<u>51.8</u>	<u>45.4</u>
Total	213.1	193.8	192.4	182.0



**PUBLIC LIBRARY
CENTRAL LIBRARY**

The Central Library consists of three activities. Administration manages the Rochester Public Library and provides personnel, financial management, public relations, promotions, graphics, and duplicating services. Public Services maintains subject area collections, assists patrons in selecting library materials, provides information and oversees facilities management. It also provides collection services throughout Monroe County. Technical and Support Services provides support and outreach services to members of the Monroe County Library System, technical and automation services, and shipping and delivery services.

The Central Library is funded by Monroe County (65.0 percent), Monroe County Library System (MCLS) (13.3 percent), New York State (6.0 percent), City of Rochester (11.3 percent), fees (3.0 percent), and State University of New York (SUNY) (1.4 percent). The City contribution is based upon an agreement between the City and Monroe County.

The 2004-05 work plan includes the following:

Objective	R2010 Campaigns Supported	Projected Completion
Plan and implement a weekly training/information series in the Small Business Resource Center	#6 - Economic Vitality #7 - Quality Service	Fourth Quarter
Create a docent program to familiarize patrons with the Central Library facility and services	#1 - Involved Citizens #7 - Quality Service #11 - Arts & Culture	Fourth Quarter
Market status as a Federal Patent and Trademark Depository Library	#6 - Economic Vitality #7 - Quality Service	Fourth Quarter

Year-to-Year Comparison

	<u>2003-04</u>	<u>2004-05</u>	<u>Change</u>
Budget	7,676,100	7,264,800	-411,300
Employee Years	140.6	136.6	-4.0

Change Detail

<u>Salary & Wage Adjustment</u>	<u>General Inflation</u>	<u>Chargebacks</u>	<u>Vacancy Allowance</u>	<u>Miscellaneous</u>	<u>Major Change</u>	<u>Total</u>
170,300	33,800	4,600	4,300	0	-624,300	-411,300

Major Change

Budget constraints necessitated by Monroe County result in reduced personnel allocations at the Central Library	-429,000
Budget constraints necessitated by Monroe County reduce allocation for library materials and subscriptions	-136,400
The City Historian and records management functions are consolidated, City Historian and support costs transfer to Finance, Records Management	-70,700
Overtime previously offset by vacancies is increased to meet demand	34,400
Part time support for Coordinated Outreach Grant activities is increased	22,500
Allocation for vehicle leasing is shifted to Monroe County Library System expense	-20,000
Lease payment for phone equipment does not recur	-17,000

Major Change

Part time support for digitizing services is provided	17,000
Clerical support for the office of the City Historian is eliminated	-14,300
Productivity improvements result in savings	-7,900
Elimination of grant funding from the Federal Library Services and Technology Act (LSTA) for e-chat services is partially offset by a new LSTA "Life Records" program	-4,600
Funds to cover contract security and delivery personnel increase	1,700

ADMINISTRATION

Administration manages the Rochester Public Library and provides personnel, financial management, consulting, public relations, promotions, graphics, and duplicating services.

Performance Indicators

	<u>Actual</u> <u>2002-03</u>	<u>Estimated</u> <u>2003-04</u>	<u>Budget</u> <u>2003-04</u>	<u>Budget</u> <u>2004-05</u>
DEMAND				
Libraries served	35	35	35	35

PUBLIC SERVICES – R2010 Campaign #2 - Educational Excellence

Public Services assists patrons in selecting and obtaining books, pamphlets, periodicals, electronic databases, and other library materials. It provides information in person, by telephone, by letter, and via electronic mail and the Internet. Public Services is also responsible for facilities management as well as circulation and records. Collections are maintained in the following subject areas:

Business, Government, including legislation, politics, taxes, census, business, and investment management. This division also manages a Small Business Resource Center to assist small business owners with research and development.

Social Sciences and Job Information Center, including sociology, social issues, and education. This division also manages the Job Information Center that has an extensive collection on career and educational opportunities. In addition, the Foundation Center's Core Collection of materials for grant-seekers is located here.

Literature, Media and Computing Center, including language, journalism, fiction, videos, dvds, and computer software available for reference or borrowing.

Science and History, including the basic and applied sciences along with history of foreign relations, the military, and archaeology. It features a collection of "how-to" books on such subjects as cooking, sewing, health, automobile repair, and home repair. This division maintains a collection of travel brochures, maps, cassettes and slides.

Local History and Genealogy, including information about Rochester and the Rochester area.

Art, Music, Recreation, including art reproductions and recordings in various formats available for borrowing.

Children's Center, including all subject areas for children from preschool age through sixth grade.

Information Center, including out-of-town newspapers and telephone directories. It also provides "quick-answer" reference service.

SUNY Student Resource Center, providing library facilities and resources to students attending downtown SUNY institutions.

PUBLIC LIBRARY
CENTRAL LIBRARY

Program Change

The History and Travel Division merged with the Science, Technology and Health Division to become the Science and History Division in 2003-04.

Extension Services provided by the Bookmobile were eliminated in 2003-04. Indicators previously identified as Extension Services are now referred to as Outreach Services. This includes satellite collection sites as well as coordinated outreach to underserved populations.

Performance Indicators

	<u>Actual</u> <u>2002-03</u>	<u>Estimated</u> <u>2003-04</u>	<u>Budget</u> <u>2003-04</u>	<u>Budget</u> <u>2004-05</u>
DEMAND				
Users:				
● Monday through Saturday	520,984	596,000	560,000	612,000
● Sunday	<u>20,698</u>	<u>23,500</u>	<u>25,000</u>	<u>27,500</u>
Total	541,682	619,500	585,000	639,500
Reference questions:				
● Monday through Saturday	234,836	235,300	280,000	240,000
● Sunday	<u>8,595</u>	<u>8,500</u>	<u>10,000</u>	<u>9,000</u>
Total	243,431	243,800	290,000	249,000
Tours requested	123	160	140	140
Programs planned:				
● Monday through Saturday	588	393	415	400
● Sunday	<u>48</u>	<u>32</u>	<u>20</u>	<u>30</u>
Total	636	425	435	430
Outreach Activities:				
● Satellite collection locations	34	34	34	34
● Bookmobile stops	1,300	0	0	0
● Programs planned	6	0	0	0
WORKLOAD				
Service hours:				
● Monday through Saturday	2,815	2,903	2,860	2,862
● Sunday	<u>112</u>	<u>128</u>	<u>112</u>	<u>112</u>
Total	2,927	3,031	2,972	2,974
Tours conducted	129	160	140	140
Internet Sessions:				
● Monday through Saturday	145,093	121,500	135,000	126,000
● Sunday	<u>6,975</u>	<u>4,500</u>	<u>6,000</u>	<u>5,445</u>
Total	152,068	126,000	141,000	131,445
Outreach Activities:				
● Bookmobile service hours	730	0	0	0
EFFICIENCY				
Users per service hour:				
● Monday through Saturday	185	205	196	214
● Sunday	185	184	223	246
Circulation per service hour:				
● Monday through Saturday	282	305	264	311
● Sunday	372	363	313	420

Performance Indicators

	<u>Actual</u> <u>2002-03</u>	<u>Estimated</u> <u>2003-04</u>	<u>Budget</u> <u>2003-04</u>	<u>Budget</u> <u>2004-05</u>
Reference assistance per service hour:				
• Monday through Saturday	83	81	98	84
• Sunday	77	66	89	80
Average attendance per tour	11	11	10	11
Internet sessions per service hour:				
• Monday through Saturday	52	42	47	44
• Sunday	62	35	54	49
Average attendance per program:				
• Monday through Saturday	13	15	17	15
• Sunday	13	15	25	20
Outreach Activities:				
• Bookmobile average attendance per program	683	0	0	0
• Bookmobile materials circulated per service hour	46	0	0	0
RESULTS				
Total circulation:				
• Monday through Saturday	792,730	885,000	755,000	890,000
• Sunday	<u>41,617</u>	<u>46,500</u>	<u>35,000</u>	<u>47,000</u>
Total	834,347	931,500	790,000	937,000
Tour attendance	1,377	1,695	1,400	1,500
Program attendance:				
• Monday through Saturday	7,391	6,050	6,900	6,000
• Sunday	<u>619</u>	<u>490</u>	<u>500</u>	<u>600</u>
Total	8,010	6,540	7,400	6,600
Outreach Activities:				
• Bookmobile materials circulated	33,862	0	0	0
• Program attendance	4,100	0	0	0

TECHNICAL & SUPPORT SERVICES – R2010 Campaign #2 - Educational Excellence

This unit provides support and outreach services to members of the Monroe County Library System. It acts as liaison between member libraries and with the New York State Division of Library Development. It also oversees the Shipping and Delivery functions.

Technical Services acquires, catalogs, and processes library materials for the Central Library and members of the Monroe County Library System as needed.

Interlibrary Loan provides patrons with easy access to materials in libraries outside of the Monroe County Library System.

Automation Services supports a computer and telecommunication network that links all public libraries in the county allowing residents seamless access to library collections and services. Internet service is provided to libraries county-wide, the City of Rochester, and the County of Monroe. Training classes are provided to the public on how to use the Internet and the Library's electronic resources.

Program Change

The fee for holding and shipping library materials enacted in 2003-04 reduces items requested and items delivered.

PUBLIC LIBRARY
CENTRAL LIBRARY

Performance Indicators

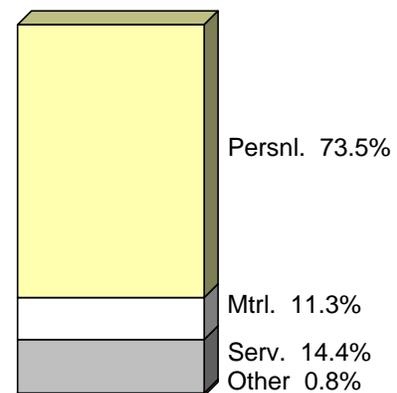
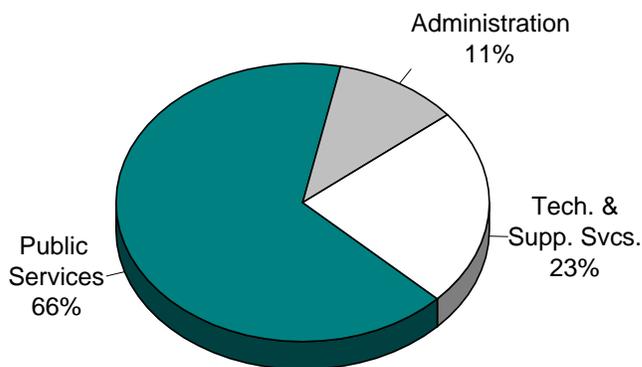
	<u>Actual</u> <u>2002-03</u>	<u>Estimated</u> <u>2003-04</u>	<u>Budget</u> <u>2003-04</u>	<u>Budget</u> <u>2004-05</u>
DEMAND				
Libraries on line:				
● Monroe County Library System	35	35	35	35
WORKLOAD				
Automation Services:				
● Registered borrowers	411,302	420,000	533,800	440,210
● Titles in database	735,484	740,000	690,000	753,076
● Items available for circulation (000)	2,733	2,800	2,764	2,831
Shipping and Delivery				
● Items requested (000)	3,459	3,400	4,000	3,500
RESULTS				
Automation Services:				
● Items circulated (000)	7,575	7,954	8,540	8,325
Shipping and Delivery:				
● Items delivered (000)	3,459	3,400	4,000	3,500

PUBLIC LIBRARY
CENTRAL LIBRARY
EXPENDITURE SUMMARY

Appropriation by Major Object	<u>Actual 2002-03</u>	<u>Estimated 2003-04</u>	<u>Amended 2003-04</u>	<u>Approved 2004-05</u>
Personnel Expenses	5,736,056	5,479,400	5,420,400	5,341,700
Materials & Supplies	866,142	915,400	909,500	815,200
Services	1,134,694	1,132,900	1,081,200	1,047,900
Other	<u>3,330</u>	<u>86,000</u>	<u>265,000</u>	<u>60,000</u>
Total	7,740,222	7,613,700	7,676,100	7,264,800

Appropriation by Activity	<u>Actual 2002-03</u>	<u>Estimated 2003-04</u>	<u>Amended 2003-04</u>	<u>Approved 2004-05</u>
Administration	2,092,830	1,074,800	836,000	766,800
Public Services	4,075,742	4,802,200	5,044,500	4,862,300
Technical & Support Services	<u>1,571,650</u>	<u>1,736,700</u>	<u>1,795,600</u>	<u>1,635,700</u>
Total	7,740,222	7,613,700	7,676,100	7,264,800

Employee Years by Activity	<u>Actual 2002-03</u>	<u>Estimated 2003-04</u>	<u>Amended 2003-04</u>	<u>Approved 2004-05</u>
Administration	38.4	15.2	10.8	9.6
Public Services	81.6	87.5	87.2	88.3
Technical & Support Services	<u>39.9</u>	<u>39.2</u>	<u>42.6</u>	<u>38.7</u>
Total	159.9	141.9	140.6	136.6



PUBLIC LIBRARY
CENTRAL LIBRARY
PERSONNEL SUMMARY

FULL TIME POSITIONS				Administration	Public Services	Technical & Support Services
Br.	Title	Budget 2003-04	Approved 2004-05			
36	Library Director	1	1	1		
30	Library Systems Analyst	1	1			1
29	Assistant Library Director III	2	1		1	
26	Children's Services Consultant	1	1	1		
25	City Historian	1	0			
24	Associate Personnel Analyst	1	1	1		
24	Computer Operations Supervisor	0	1			1
24	Senior Administrative Analyst	1	1	1		
23	Supervisor Library Buildings	1	1		1	
22	Librarian III	8	9		8	1
20	Computer Operations Supervisor	1	0			
20	Computer Programmer	1	1			1
19	Circulation Supervisor	1	1		1	
19	Librarian II	18	18		15	3
19	Supervising Library Mats. Handler	1	1			1
18	Computer Communications Tech.	3	3			3
18	Directory Editor	1	1	1		
18	Library Automation Specialist	3	3			3
16	Administrative Assistant	2	2	2		
16	Librarian I	14	11		9	2
16	Secretary to Library Director	1	1	1		
15	Supervisor Audio Visual Services	1	1		1	
14	Library Assistant	4	4		4	
14	Library Assistant - Bilingual	0	1		1	
12	Mailroom Coordinator	1	1			1
11	Building Maintenance Foreman	1	1		1	
11	Coordinator of Retrieval Services	1	1		1	
11	Library Catalog Clerk I	1	1			1
11	Secretary	2	2		1	1
9	Clerk II	2	2	1		1
9	Clerk II with Typing	3	2			2
9	Library Catalog Clerk II	1	1			1
9	Maintenance Mechanic	1	1		1	
8	Class 5 Truck Driver	3	3			3
7	Clerk III	1	1			1
7	Clerk III with Typing	11	10		6	4
7	Maintenance Worker - Library	2	2		2	
3	Materials Processor	3	3			3
2	Senior Library Page	6	6		5	1
1	Cleaner	3	3		3	
57	Senior Security Guard	1	1		1	
52	Security Guard	4	4		4	
EMPLOYEE YEARS						
Full Time		115.0	110.0	9.0	66.0	35.0
Overtime		0.5	1.4	0.0	1.1	0.3
Part Time, Temporary, Seasonal		28.7	28.5	0.9	23.2	4.4
Less: Vacancy Allowance		<u>3.6</u>	<u>3.3</u>	<u>0.3</u>	<u>2.0</u>	<u>1.0</u>
Total		140.6	136.6	9.6	88.3	38.7

The Community Library provides convenient access to library services through the City's 10 branch libraries.

The 2004-05 work plan includes the following:

Objective	R2010 Campaigns Supported	Projected Completion
Seek funding to expand youth programming to the Sully Branch Library	#2 - Education Excellence #7 - Quality Service #9 - Healthy Urban Neighborhoods	Second Quarter
Begin planning and development of meeting room addition to the Lyell Branch Library	#1 - Involved Citizens #7 - Quality Service #11 - Arts & Culture	Second Quarter

Year-to-Year Comparison

	<u>2003-04</u>	<u>2004-05</u>	<u>Change</u>
Budget	2,821,100	2,726,800	-94,300
Employee Years	51.8	45.4	-6.4

Change Detail

<u>Salary & Wage Adjustment</u>	<u>General Inflation</u>	<u>Chargebacks</u>	<u>Vacancy Allowance</u>	<u>Miscellaneous</u>	<u>Major Change</u>	<u>Total</u>
65,300	3,900	12,500	200	0	-176,200	-94,300

Major Change

As proposed by the Mayor:

Budget constraints result in a 6.7% reduction in Branch library service hours, reducing associated personnel costs -176,100

Computer leasing expense is reduced -16,200

Productivity improvements result in savings -3,900

As amended by City Council:

Funds provided for Saturday hours during the Summer at Lincoln and Arnett libraries 20,000

ADMINISTRATION

Administration manages the Community Library System. It acquires materials, schedules and deploys personnel to the branch libraries, and maintains and repairs the branch libraries.

BRANCH LIBRARIES – R2010 Campaign #9 - Healthy Urban Neighborhoods

Branch libraries in Rochester's neighborhoods provide convenient access to library services and materials. Services include:

- Loans of printed materials, audio tapes, compact discs, dvds, and video tapes
- Collections of popular interest for area residents
- Reference services with access to the resources of the Monroe County Library System
- Programs such as story hours, lectures, and artistic performances

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- Referral services to community agencies
- Facilities for meetings and programs sponsored by non-library groups
- Access to the Internet and personal computing needs

Program Change

Overall service hours are reduced by 6.7%. This results in a decrease in programs planned, reference questions, and anticipated door count at seven of the ten branch libraries.

Performance Indicators

	<u>Actual</u> <u>2002-03</u>	<u>Estimated</u> <u>2003-04</u>	<u>Budget</u> <u>2003-04</u>	<u>Budget</u> <u>2004-05</u>
ARNETT				
WORKLOAD				
Reference questions	4,569	4,158	4,000	3,762
Programs planned	130	110	200	202
Service hours	2,223	2,119	2,119	1,952
Internet sessions	12,711	10,860	10,000	9,700
EFFICIENCY				
Reference assistance per service hour	2.1	2.0	1.9	1.9
Average attendance per program	15	14	8	7
Circulation per service hour	22	22	28	29
RESULTS				
Program attendance	1,943	1,550	1,500	1,450
Library materials circulated	49,853	45,600	60,000	57,000
Door count	137,564	90,500	85,000	79,000
CHARLOTTE				
WORKLOAD				
Reference questions	9,069	8,400	8,500	8,000
Programs planned	148	133	130	126
Service hours	2,262	2,156	2,156	1,955
Internet sessions	8,030	7,500	5,200	5,000
EFFICIENCY				
Reference assistance per service hour	4.0	3.9	3.9	4.1
Average attendance per program	19	18	10	10
Circulation per service hour	51	51	51	54
RESULTS				
Program attendance	2,763	2,350	1,300	1,250
Library materials circulated	114,967	110,500	110,200	106,200
Door count	85,008	83,000	88,000	82,000
HIGHLAND				
WORKLOAD				
Reference questions	7,390	6,900	7,000	6,750
Programs planned	70	60	75	70
Service hours	1,880	1,664	1,758	1,752
Internet sessions	12,467	10,500	6,500	6,200

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COMMUNITY LIBRARY

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Performance Indicators

	<u>Actual</u> <u>2002-03</u>	<u>Estimated</u> <u>2003-04</u>	<u>Budget</u> <u>2003-04</u>	<u>Budget</u> <u>2004-05</u>
EFFICIENCY				
Reference assistance per service hour	3.9	4.1	4.0	3.9
Average attendance per program	16	15	12	13
Circulation per service hour	49	54	49	47
RESULTS				
Program attendance	1,151	900	900	880
Library materials circulated	92,184	90,000	87,000	83,000
Door count	73,504	70,000	83,500	80,500
LINCOLN				
WORKLOAD				
Reference questions	9,284	8,500	4,255	4,100
Programs planned	421	365	170	172
Service hours	2,226	2,201	2,188	2,025
Internet sessions	17,700	16,500	9,700	12,550
EFFICIENCY				
Reference assistance per service hour	4.2	3.9	1.9	2.0
Average attendance per program	13	8	18	17
Circulation per service hour	28	27	32	33
RESULTS				
Program attendance	5,614	3,050	3,000	2,850
Library materials circulated	62,361	60,000	70,000	66,000
Door count	126,364	120,500	200,000	125,000
LYELL				
WORKLOAD				
Reference questions	6,147	5,900	6,350	5,800
Programs planned	37	42	55	50
Service hours	1,825	1,719	1,736	1,747
Internet sessions	6,735	5,900	3,400	4,200
EFFICIENCY				
Reference assistance per service hour	3.4	3.4	3.7	3.3
Average attendance per program	16	14	22	24
Circulation per service hour	25	26	29	29
RESULTS				
Program attendance	577	575	1,200	1,200
Library materials circulated	45,208	44,500	50,300	50,000
Door count	58,696	56,755	61,500	61,000

PUBLIC LIBRARY
COMMUNITY LIBRARY

Performance Indicators

	<u>Actual</u> <u>2002-03</u>	<u>Estimated</u> <u>2003-04</u>	<u>Budget</u> <u>2003-04</u>	<u>Budget</u> <u>2004-05</u>
MAPLEWOOD				
WORKLOAD				
Reference questions	4,762	4,500	5,200	5,000
Programs planned	72	65	120	115
Service hours	2,239	2,133	2,134	1,940
Internet sessions	21,763	15,900	15,900	15,000
EFFICIENCY				
Reference assistance per service hour	2.1	2.1	2.4	2.6
Average attendance per program	19	22	11	11
Circulation per service hour	36	36	35	36
RESULTS				
Program attendance	1,386	1,450	1,350	1,250
Library materials circulated	80,356	75,800	75,000	69,000
Door count	120,804	100,145	105,000	103,500
MONROE				
WORKLOAD				
Reference questions	6,214	5,900	6,500	6,000
Programs planned	150	143	150	140
Service hours	2,229	2,136	2,131	1,940
Internet sessions	16,561	15,766	17,700	17,000
EFFICIENCY				
Reference assistance per service hour	2.8	2.8	3.1	3.1
Average attendance per program	10	9	9	9
Circulation per service hour	55	54	59	62
RESULTS				
Program attendance	1,462	1,300	1,300	1,255
Library materials circulated	121,531	115,435	125,000	120,000
Door count	128,320	120,000	110,095	100,095
SULLY				
WORKLOAD				
Reference questions	5,069	4,750	5,000	4,700
Programs planned	229	200	230	220
Service hours	1,892	1,766	1,758	1,766
Internet sessions	4,270	4,000	1,800	1,650
EFFICIENCY				
Reference assistance per service hour	2.7	2.7	2.8	2.7
Average attendance per program	20	22	17	17
Circulation per service hour	14	14	18	17

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COMMUNITY LIBRARY

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Performance Indicators	<u>Actual</u> <u>2002-03</u>	<u>Estimated</u> <u>2003-04</u>	<u>Budget</u> <u>2003-04</u>	<u>Budget</u> <u>2004-05</u>
RESULTS				
Program attendance	4,596	4,450	4,000	3,800
Library materials circulated	26,822	24,000	32,500	29,800
Door count	44,837	42,500	45,000	44,500
WHEATLEY				
WORKLOAD				
Reference questions	5,423	4,500	4,500	4,200
Programs planned	402	345	330	290
Service hours	2,189	2,130	2,138	1,940
Internet sessions	12,970	10,000	9,000	9,200
EFFICIENCY				
Reference assistance per service hour	2.5	2.1	2.1	2.2
Average attendance per program	13	12	12	13
Circulation per service hour	13	12	13	13
RESULTS				
Program attendance	5,059	4,300	4,000	3,700
Library materials circulated	27,615	25,550	27,000	25,600
Door count	55,713	50,000	65,000	59,000
WINTON				
WORKLOAD				
Reference questions	15,577	14,000	12,400	12,000
Programs planned	172	165	160	155
Service hours	2,260	2,144	2,142	1,940
Internet sessions	16,971	18,231	18,000	17,050
EFFICIENCY				
Reference assistance per service hour	6.9	6.5	5.8	6.2
Average attendance per program	14	14	14	14
Circulation per service hour	100	103	100	111
RESULTS				
Program attendance	2,441	2,240	2,200	2,200
Library materials circulated	225,628	220,650	215,000	215,000
Door count	144,264	140,500	145,500	145,500

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COMMUNITY LIBRARY

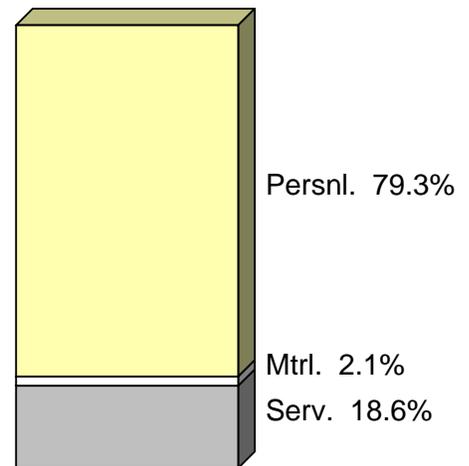
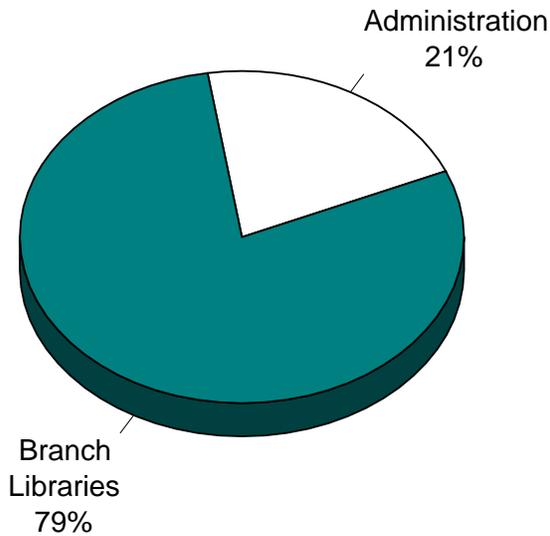
Performance Indicators

	<u>Actual</u> <u>2002-03</u>	<u>Estimated</u> <u>2003-04</u>	<u>Budget</u> <u>2003-04</u>	<u>Budget</u> <u>2004-05</u>
TOTAL ALL BRANCHES				
WORKLOAD				
Reference questions	73,504	67,508	63,705	60,312
Programs planned	1,831	1,628	1,620	1,540
Service hours	21,225	20,168	20,260	18,957
Internet sessions	130,178	115,157	97,200	97,550
EFFICIENCY				
Reference assistance per service hour	3.5	3.3	3.1	3.2
Average attendance per program	15	14	13	13
Circulation per service hour	40	40	42	43
RESULTS				
Program attendance	26,992	22,165	20,750	19,835
Library materials circulated	846,525	812,035	852,000	821,600
Door count	975,074	873,900	988,595	880,095

PUBLIC LIBRARY
COMMUNITY LIBRARY
EXPENDITURE SUMMARY

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	Actual <u>2002-03</u>	Estimated <u>2003-04</u>	Amended <u>2003-04</u>	Approved <u>2004-05</u>
Appropriation by Major Object				
Personnel Expenses	2,221,848	2,255,300	2,251,700	2,161,100
Materials & Supplies	61,009	63,600	57,000	57,000
Services	451,875	474,900	512,400	508,700
Other	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	2,734,732	2,793,800	2,821,100	2,726,800
Appropriation by Activity				
Administration	564,742	614,100	574,800	571,600
Branch Libraries	<u>2,169,990</u>	<u>2,179,700</u>	<u>2,246,300</u>	<u>2,155,200</u>
Total	2,734,732	2,793,800	2,821,100	2,726,800
Employee Years by Activity				
Administration	6.5	6.3	5.7	5.7
Branch Libraries	<u>46.7</u>	<u>45.6</u>	<u>46.1</u>	<u>39.7</u>
Total	53.2	51.9	51.8	45.4



PUBLIC LIBRARY
COMMUNITY LIBRARY
PERSONNEL SUMMARY

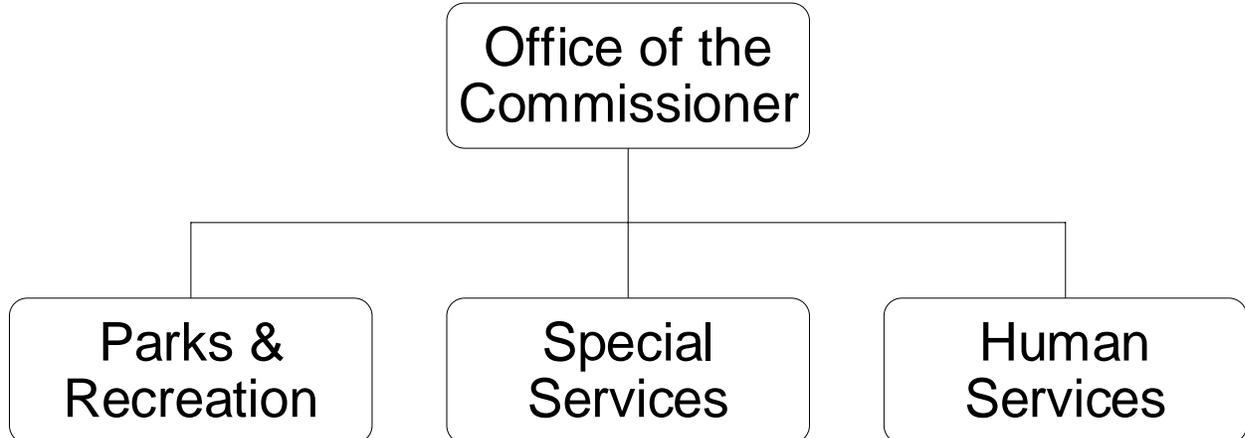
FULL TIME POSITIONS				Administration	Branch Libraries
Br.	Title	Budget 2003-04	Approved 2004-05		
29	Assistant Library Director III	1	1	1	
22	Librarian III	10	10		10
19	Librarian II	8	8	1	7
16	Librarian I	6	2		2
14	Library Assistant	2	2		2
14	Library Assistant Bilingual	1	0		
14	Youth Services Coordinator	1	1		1
13	Sr. Maintenance Mechanic Bldg.	2	2	2	
11	Secretary	1	1	1	
3	Library Aide	1	0		
EMPLOYEE YEARS					
	Full Time	33.0	27.0	5.0	22.0
	Overtime	0.0	0.0	0.0	0.0
	Part Time, Temporary, Seasonal	19.1	18.7	0.8	17.9
	Less: Vacancy Allowance	<u>0.3</u>	<u>0.3</u>	<u>0.1</u>	<u>0.2</u>
	Total	51.8	45.4	5.7	39.7

Purpose

The Department of Parks, Recreation and Human Services provides cultural, leisure, and community service programs at neighborhood and regional levels. The Department provides technical assistance and represents the City in human services, employment, and planning processes. The Department manages the buildings and facilities where these programs occur, operates the Public Market, and Mt. Hope and Riverside cemeteries, and administers contracts for operation of the Rochester Riverside Convention Center, the High Falls Entertainment District, and the Blue Cross Arena at the Rochester War Memorial.

Organization

The Department has four major units: the Office of the Commissioner, the Bureau of Parks and Recreation, the Office of Special Services, and the Bureau of Human Services.



Highlights of the Department's 2004-05 work program are presented below. Additional information for each bureau is included in the sections that follow.

Bureau	Highlights	R2010 Campaigns Supported	Projected Completion
Commissioner	Assist in transition of Port operations to Canadian American Transportation Systems	#5 - Regional Partnerships #6 - Economic Vitality #8 - Tourism Destination	First Quarter
Parks and Recreation	Update Parks System Management Plan and Database	#1 - Involved Citizens #3 - Health, Safety & Responsibility #4 - Environmental Stewardship #7 - Quality Service	Third Quarter
Special Services	Hire and train a more diverse sales team at the Cemeteries	#7 - Quality Service	Fourth Quarter
Human Services	Develop and implement procedural manuals for the Bureau of Human Services and the individual programs that it administers, such as: Adolescent Pregnancy Prevention Services (APPS), Rochester After School Academy (RASA), Housing Opportunities for Persons With AIDS (HOPWA)	#1 - Involved Citizens #7 - Quality Service	Second Quarter

Year-to-Year Comparison

Bureau	Budget	Budget	Change	Percent Change
	2003-04	2004-05		
Office of the Commissioner	1,871,800	1,733,000	-138,800	-7.4%
Parks and Recreation	9,919,200	10,024,000	104,800	1.1%
Special Services	4,479,700	4,179,400	-300,300	-6.7%
Human Services	2,400,500	1,790,400	-610,100	-25.4%
Total	18,671,200	17,726,800	-944,400	-5.1%
Employee Years	301.3	295.2	-6.1	-2.0%

Change Detail

Salary & Wage Adjustment	General Inflation	Chargebacks	Vacancy Allowance	Miscellaneous Major Change	Total
189,300	119,000	142,700	0	-10,100	-1,385,300
					-944,400

Major Change
 As proposed by the Mayor:

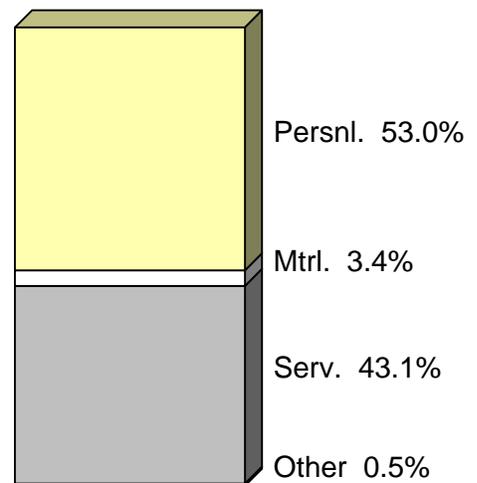
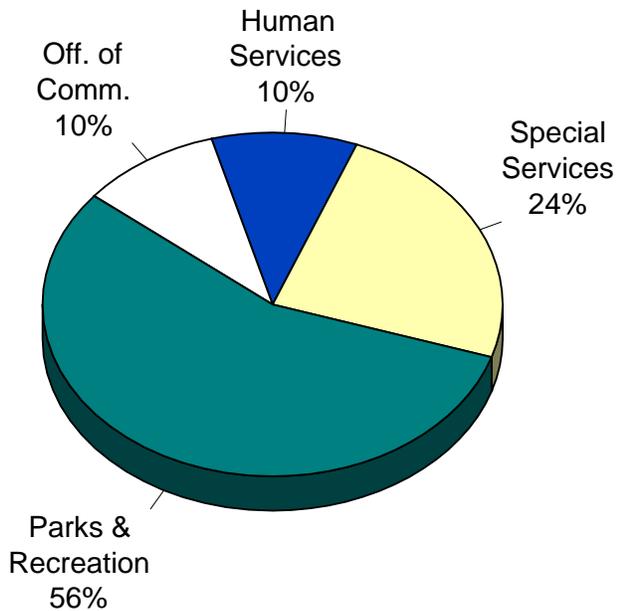
Funding for the Rochester After School Academy Grant Phase I decreases	-451,200
One time facility improvement allocation for the Convention Center does not recur	-210,000
Reduce Good Grades Pay support staff due to budget constraints	-98,300
Eliminate the Rochester Philharmonic Orchestra concert series due to budget constraints	-75,000
Funding for the Rochester After School Academy Grant Phase II increases	74,700
Eliminate two full time Forestry positions due to budget constraints	-58,500
Consolidation of the Charlotte/LaGrange Recreation Center under the Edgerton Community Center management eliminates one full time recreation position and achieves efficiency	-44,400
Eliminate the Bluegrass concert and reduce the scope of other concerts and subsequent advertising due to budget constraints	-37,000
Eliminate one full time position in Equipment Maintenance due to budget constraints	-36,000
Consolidation of the Humboldt Recreation Center under the Webster Community Center management eliminates one full time recreation position and achieves efficiency	-35,300
Reduce Summer Food Program expense and revenue based on historical experience	-35,300
Eliminate one full time position in the Bureau of Human Services due to budget constraints	-33,200
Reduce Heritage Foundation consultant support due to budget constraints	-32,000
The Snack Program is replaced by Kids Café, reducing expense	-30,600
Reduce City contribution to the MusicFest due to budget constraints	-30,000
Eliminate one clerical position in the Commissioner's Office due to budget constraints	-25,500

 As amended by City Council:

Partially restored support for the Rochester Philharmonic Orchestra	25,000
Restored the Wordcrafters program	17,100
Restored the Rochester Swim Team	13,500
Restored support for the Maplewood Rose Festival	7,600

DEPARTMENT OF PARKS, RECREATION & HUMAN SERVICES
EXPENDITURE SUMMARY

	Actual <u>2002-03</u>	Estimated <u>2003-04</u>	Amended <u>2003-04</u>	Approved <u>2004-05</u>
Appropriation by Major Object				
Personnel Expenses	9,240,314	9,252,200	9,601,100	9,394,200
Materials & Supplies	566,386	723,200	682,500	596,000
Services	7,179,863	8,077,300	8,291,000	7,654,100
Other	<u>95,958</u>	<u>75,500</u>	<u>96,600</u>	<u>82,500</u>
Total	17,082,521	18,128,200	18,671,200	17,726,800
Appropriation by Activity				
Office of the Commissioner	1,558,250	1,797,100	1,871,800	1,733,000
Parks and Recreation	9,366,673	9,911,000	9,919,200	10,024,000
Special Services	4,391,639	4,500,100	4,479,700	4,179,400
Human Services	<u>1,765,959</u>	<u>1,920,000</u>	<u>2,400,500</u>	<u>1,790,400</u>
Total	17,082,521	18,128,200	18,671,200	17,726,800
Employee Years by Activity				
Office of the Commissioner	15.7	13.9	15.2	14.5
Parks and Recreation	240.8	233.8	236.8	233.4
Special Services	34.7	34.0	31.6	30.3
Human Services	<u>17.4</u>	<u>15.7</u>	<u>17.7</u>	<u>17.0</u>
Total	308.6	297.4	301.3	295.2



The Office of the Commissioner directs the Department's activities by developing policy, procedures, goals and objectives, and performance standards.

Administrative Support provides centralized financial and personnel services for the Department.

The Special Events unit plans and carries out cultural programs in various locations, manages and coordinates neighborhood festival sites throughout the City, helps citizens obtain permits for special events not operated by the City, and presents performances of fine and performing arts at various sites. Communications and promotional activities are part of this office.

The 2004-05 work plan includes the following:

Objective	R2010 Campaigns Supported	Projected Completion
Assist in transition of Port operations to Canadian American Transportation Systems	#5 - Regional Partnerships #6 - Economic Vitality #8 - Tourism Destination	First Quarter
Complete the infrastructure repairs to the High Falls Overlook	#3 - Health, Safety & Responsibility #8 - Tourism Destination	Second Quarter

Year-to-Year Comparison

	<u>2003-04</u>	<u>2004-05</u>	<u>Change</u>
Budget	1,871,800	1,733,000	-138,800
Employee Years	15.2	14.5	-0.7

Change Detail

<u>Salary & Wage Adjustment</u>	<u>General Inflation</u>	<u>Chargebacks</u>	<u>Vacancy Allowance</u>	<u>Miscellaneous</u>	<u>Major Change</u>	<u>Total</u>
5,500	24,400	-3,600	0	2,200	-167,300	-138,800

Major Change

As proposed by the Mayor:

Eliminate the Rochester Philharmonic Orchestra concert series due to budget constraints	-75,000
Eliminate the Bluegrass concert and reduce the scope of other concerts and subsequent advertising due to budget constraints	-37,000
Reduce City contribution to the MusicFest due to budget constraints	-30,000
Eliminate one clerical position due to budget constraints	-25,500
Summer Employment function is added to the Commissioner's Office	13,500
Productivity improvements result in savings	-11,900
Funding for the Clarissa Street Reunion does not recur	-10,000
Reduce travel and training due to budget constraints	-5,500
Eliminate support for Frederick Douglass programs	-5,000
Reduce office supplies, equipment maintenance, and contract labor due to budget constraints	-3,500

**DEPARTMENT OF PARKS, RECREATION & HUMAN SERVICES
OFFICE OF THE COMMISSIONER**

Major Change

Eliminate memberships in Cruise Coalition and the National Recreation and Parks Association (NRPA) due to budget constraints -2,400

As amended by City Council:

Partially restored support for the Rochester Philharmonic Orchestra 25,000

COMMISSIONER'S OFFICE

The Commissioner's Office develops management policy and sets goals and performance standards.

Program Change

Fund raising efforts will be initiated to reconstruct the Webster Avenue Community Center and Library.

ADMINISTRATIVE SUPPORT

Administrative Support coordinates the Department's annual budget and capital planning processes; maintains fiscal operations, personnel, and payroll matters; coordinates the purchasing of supplies; and manages the City Council submission process.

SPECIAL EVENTS – R2010 Campaign #11 - Arts & Culture

Special Events provides cultural programs throughout the year for the public. It has responsibility for the Summer Performing Arts Series and holiday events. Special Events assists the public by coordinating the permit process for special events not operated by the City, such as neighborhood and downtown festivals, parades, and block parties. It oversees fund raising and special events for the Rochester Events Network. It provides marketing and public relations support to the entire department.

Program Change

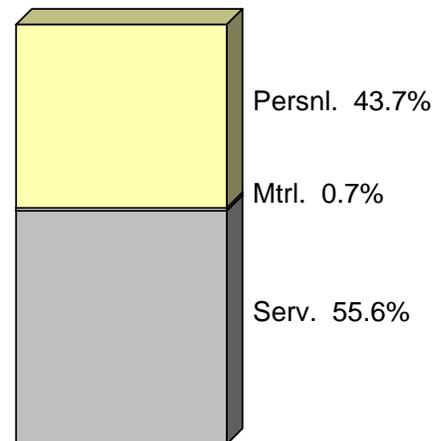
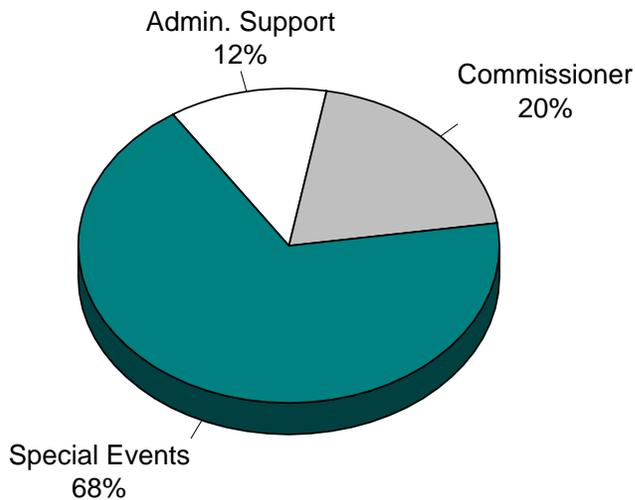
The majority of the Summer Performing Arts Series moves from Manhattan Square Park to the High Falls Festival Site in anticipation of major renovation to the park during the next five years. Street maintenance activities such as street sweeping, barricade set-up, and trash pickup performed by the Department of Environmental Services at neighborhood events is eliminated due to budget constraints.

Performance Indicators

	<u>Actual</u> <u>2002-03</u>	<u>Estimated</u> <u>2003-04</u>	<u>Budget</u> <u>2003-04</u>	<u>Budget</u> <u>2004-05</u>
DEMAND:				
Permit Applications	373	390	450	430
WORKLOAD:				
Permit applications processed:				
● Major events	82	120	120	100
● Rallies, parades, runs	88	100	110	110
● Block parties	42	60	60	50
● Atrium	52	70	75	60
● Link Gallery	17	20	20	20
● Other	<u>92</u>	<u>70</u>	<u>65</u>	<u>90</u>
Total	373	440	450	430
Work orders prepared	1,120	1,230	1,350	1,230
Professional services agreements prepared	115	115	115	115
Fund raising contacts made	4,450	4,450	4,450	4,450

DEPARTMENT OF PARKS, RECREATION & HUMAN SERVICES
OFFICE OF THE COMMISSIONER
EXPENDITURE SUMMARY

	<u>Actual</u> 2002-03	<u>Estimated</u> 2003-04	<u>Amended</u> 2003-04	<u>Approved</u> 2004-05
Appropriation by Major Object				
Personnel Expenses	745,516	706,600	764,500	758,000
Materials & Supplies	12,790	11,200	13,700	12,200
Services	799,944	1,079,300	1,093,600	962,800
Other	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	1,558,250	1,797,100	1,871,800	1,733,000
Appropriation by Activity				
Commissioner's Office	386,935	348,000	356,400	349,700
Administrative Support	191,439	187,200	212,400	206,900
Special Events	<u>979,876</u>	<u>1,261,900</u>	<u>1,303,000</u>	<u>1,176,400</u>
Total	1,558,250	1,797,100	1,871,800	1,733,000
Employee Years by Activity				
Commissioner's Office	5.1	4.2	4.2	4.2
Administrative Support	4.7	4.2	4.7	4.5
Special Events	<u>5.9</u>	<u>5.5</u>	<u>6.3</u>	<u>5.8</u>
Total	15.7	13.9	15.2	14.5



DEPARTMENT OF PARKS, RECREATION & HUMAN SERVICES
OFFICE OF THE COMMISSIONER
PERSONNEL SUMMARY

FULL TIME POSITIONS				Commis- sioner's Office	Administra- tive Support	Special Events
Br.	Title	Budget 2003-04	Approved 2004-05			
36	Commissioner of Parks, Recreation & Human Services	1	1	1		
35	Deputy Commissioner of Parks, Recreation & Human Services	0.7	0.7	0.7		
28	Director of Cultural Affairs	1	1			1
28	Manager of Administrative Support	1	1		1	
26	Associate Administrative Analyst	0	0.5	0.5		
24	Senior Administrative Analyst	0.5	0			
23	Special Events Facility Manager	0.5	0.5			0.5
21	Senior Communications Assistant	1	1			1
18	Community Events Coordinator Bilingual	1	1			1
18	Graphic Designer	1	1			1
18	Human Resource Specialist Bilingual	0	1		1	
18	Secretary to Commissioner	1	1	1		
18	Special Events Program Assistant	1	1			1
16	Administrative Assistant	1	0			
9	Clerk II	1	1		1	
7	Clerk III with Typing	1	1		1	
7	Clerk III with Typing Bilingual	1	0			
6	Receptionist Typist	1	1	1		
EMPLOYEE YEARS						
Full Time		14.7	13.7	4.2	4.0	5.5
Overtime		0.1	0.1	0.0	0.0	0.1
Part Time, Temporary, Seasonal		0.4	0.7	0.0	0.5	0.2
Less: Vacancy Allowance		<u>0.0</u>	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>
Total		15.2	14.5	4.2	4.5	5.8

The Bureau of Parks and Recreation is supported by an Administration unit that develops programs and policies, administers contracts and facility use permits, and implements special programs and events. The Administration unit trains employees, coordinates the Bureau's budget, performs accounting and personnel functions, and manages the Department's supplies.

The Bureau of Parks and Recreation provides year-round and seasonal leisure activities. It also maintains equipment, grounds, and facilities in the City's parks system, including recreation and parks equipment, ice rinks, and ball fields. It provides custodial services at the Department's facilities and repairs specialized grounds equipment.

The Forestry activity plants trees along streets and in parks, maintains healthy trees, and removes diseased and dead trees.

Other activities include operation of Public Market facilities, renting stall space, and conducting special event market days.

The 2004-05 work plan includes the following:

Objective	R2010 Campaigns Supported	Projected Completion
Update the Forestry Master Plan	#1 - Involved Citizens #4 - Environmental Stewardship #7 - Quality Service	First Quarter
Prepare and implement a Geese Management Plan for the Cobbs Hill area	#4 - Environmental Stewardship	Second Quarter
Update Parks System Management Plan and Database	#1 - Involved Citizens #3 - Health, Safety & Responsibility #4 - Environmental Stewardship #7 - Quality Service	Third Quarter

Year-to-Year Comparison

	<u>2003-04</u>	<u>2004-05</u>	<u>Change</u>
Budget	9,919,200	10,024,000	104,800
Employee Years	236.8	233.4	-3.4

Change Detail

<u>Salary & Wage Adjustment</u>	<u>General Inflation</u>	<u>Chargebacks</u>	<u>Vacancy Allowance</u>	<u>Miscellaneous</u>	<u>Major Change</u>	<u>Total</u>
148,100	33,900	167,800	0	-2,500	-242,500	104,800

Major Change

As proposed by the Mayor:

Eliminate two full time Forestry positions due to budget constraints	-58,500
Consolidation of the Charlotte/LaGrange Recreation Center under the Edgerton Community Center management eliminates one full time recreation position and achieves efficiency	-44,400
Funding for the Rochester After School Academy Grant Phase II increases	42,800
Eliminate one full time position in Equipment Maintenance due to budget constraints	-36,000

DEPARTMENT OF PARKS, RECREATION & HUMAN SERVICES
BUREAU OF PARKS & RECREATION

Major Change

Consolidation of the Humboldt Recreation Center under the Webster Community Center management eliminates one full time recreation position and achieves efficiency	-35,300
Productivity improvements result in savings	-31,900
The Snack Program is replaced by Kids Café, reducing expense	-30,600
Eliminate the theater program and train room curator at Edgerton Community Center due to budget constraints	-23,400
Reduce training and travel, including the Double Dutch program, due to budget constraints	-20,000
Public Market Centennial Celebration in June, 2005, is added	20,000
Reduce printing and advertising due to budget constraints	-19,000
Eliminate one seasonal parks position and two part time recreation positions due to budget constraints	-17,100
Eliminate the Wordcrafter's Program due to budget constraints	-17,100
Additional funding for the Jr. Recreation Leader Program does not recur	-15,500
Funding for the Rochester After School Academy Grant Phase I increases	14,700
Reduce recreation supplies at recreation centers due to budget constraints	-14,600
Wood floors at recreation centers increase maintenance expense	14,100
Eliminate the Rochester Recreation Swim Team and the theater program at Adams Community Center due to budget constraints	-13,700
Quad A for Kids grant does not recur	-13,100
Reduce food expense at the recreation centers due to budget constraints	-11,700
Reassign the expense of the Neighborhood Beautification program from the Community Development Block Grant	10,000
Close the South Avenue and Campbell Street above ground pools due to their being inoperable	-8,300
Reduce professional fees at recreation centers due to budget constraints	-7,800
Eliminate City support for the Rose Festival due to budget constraints	-7,600
One time Youth Caddie Program does not recur	-7,000
Eliminate the Main Game funding due to budget constraints	-6,000
Forestry seasonal hours increase offset by the elimination of part time clerical help	5,800
Increase the softball contract which is revenue funded	5,500
Eliminate the Southwest Area Neighborhood Association track and field coordinator due to budget constraints	-4,500
Transfer an administrative position from the Cemetery Division, offset by the elimination of a vacant administrative position	-2,800
Reduce bus trips for youth due to budget constraints, offset by an increase in City School District rent expense	2,500
Net of other changes	49,800
<input type="checkbox"/> As amended by City Council:	
Restored the Wordcrafters program	17,100
Restored the Rochester Swim Team	13,500
Restored support for the Maplewood Rose Festival	7,600

ADMINISTRATION

Administration develops programs and policy and creates and distributes information about them. It administers contracts and facility use permits and oversees special and seasonal activities. It trains employees and coordinates the Bureau's budget, accounting, cash management, and personnel functions. It manages the Department's supply unit and plans and implements capital improvement projects in parks, recreation facilities, and the Public Market. It also manages the Bureau's Sentry program.

Program Change

The Rochester After School Academy Grant Phase I and II are budgeted for in this unit, although the sites are managed by Field Administration.

FIELD ADMINISTRATION

This activity provides management oversight of neighborhood recreation programs and facilities.

Program Change

Training will be offered to recreation staff to advance the youth development asset building concept.

RECREATION – R2010 Campaign #9 - Healthy Urban Neighborhoods

The Recreation Division includes:

<u>Community Centers</u>	<u>Recreation Centers</u>	<u>Schools</u>	<u>Senior Programs</u>
Adams Street	Humboldt Street	Charlotte High	Carter
Avenue D	LaGrange Avenue	East High	DownTowners
Campbell Street	Lake Riley Lodge	Freddie Thomas Learning Ctr.	Stardust
Carter Street	Norton Village	Frederick Douglass High	
Clinton Baden	River Park Commons	James Madison	
Danforth		Jefferson High	
Edgerton		John Marshall High	
Flint Street		Monroe High	
North Street		St. Monica's Summer	
South Avenue		#2, #7, #16, #17, #19, #28, #30,	
Webster Avenue		#33, #35, #39, #42, #43, #46, #52	

Program Change

Charlotte/LaGrange Recreation Center consolidates with the Edgerton Community Center and Humboldt Street Recreation Center consolidates with the Webster Avenue Community Center for efficiency purposes. Their respective performance indicators are consolidated to reflect this change.

City School District permit usage decreases at Avenue D Community Center.

Lake Riley Lodge re-opens after a devastating fire.

Adams Community Center will host a city-wide Floor Hockey Tournament to introduce youth to the sport.

Avenue D Community Center will sponsor a tournament of champions basketball festival at the end of Summer 2004, as a collaborative effort with the Neighborhood Empowerment Team (NET), community churches, and neighborhood organizations.

Campbell Street Community Center will sponsor a Family Fitness Program to promote family fitness and nutrition.

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BUREAU OF PARKS & RECREATION

Carter Street Community Center will host a Carter/Dickinson Street Block Party with the Carter Street Teen Council as organizers.

Edgerton Community Center will participate with Quad A in a Summer event featuring soccer, step, basketball, and tennis.

Flint Street Community Center will host a special trip with youth and the Rochester Police Department which will allow the youth to positively interact with members of the Police Department.

North Street Community Center will comprise a Homework Progress Board charting academic progress and achievements with rewards for effort and achievement.

South Avenue Community Center will include the Teen Council in the planning and implementation of Center programs by meeting monthly with the Center Director.

Webster Community Center will host a Thanksgiving Dinner and Social as an opportunity to bring the neighboring community together to socialize in a positive and safe environment.

Performance Indicators

	<u>Actual</u> <u>2002-03</u>	<u>Estimated</u> <u>2003-04</u>	<u>Budget</u> <u>2003-04</u>	<u>Budget</u> <u>2004-05</u>
DEMAND				
Registrations:				
● Adams/Gardiner	3,848	3,739	3,786	2,227
● Avenue D	2,437	2,432	2,441	2,620
● Campbell	1,169	1,286	1,393	1,425
● Carter/Norton Village	1,732	1,945	1,700	2,060
● Edgerton/Pierpont/Charlotte/LaGrange	3,712	3,874	4,040	3,920
● Flint	2,714	3,126	3,373	3,415
● North Street	2,315	2,206	2,200	2,300
● South/Field/Cobbs Hill	1,975	1,630	2,100	2,000
● Webster/Humboldt	3,246	3,252	3,184	3,509
WORKLOAD				
Hours of operation:				
● Adams/Gardiner	5,720	5,503	5,605	5,594
● Avenue D	3,735	3,146	3,756	3,171
● Campbell	3,586	3,675	3,961	3,717
● Carter/Norton Village	2,336	2,969	3,108	2,957
● Danforth	1,780	1,600	1,600	1,600
● Edgerton/Pierpont/Charlotte/LaGrange	7,085	7,033	7,602	7,115
● Flint	4,149	4,334	4,461	4,171
● North Street	4,766	4,762	4,510	4,392
● South/Field/Cobbs Hill	5,934	5,970	6,187	6,353
● Webster/Humboldt	6,019	6,022	6,168	6,077

Performance Indicators

	<u>Actual</u> <u>2002-03</u>	<u>Estimated</u> <u>2003-04</u>	<u>Budget</u> <u>2003-04</u>	<u>Budget</u> <u>2004-05</u>
Number of permit uses:				
● Adams/Gardiner	118	75	200	100
● Avenue D	180	185	185	185
● Campbell	194	110	200	100
● Carter/Norton Village	53	20	10	20
● Danforth	500	316	250	400
● Edgerton/Pierpont/Charlotte/LaGrange	177	100	300	200
● Flint	1	25	5	20
● North Street	237	250	250	250
● South/Field/Cobbs Hill	99	125	80	125
● Webster/Humboldt	72	35	2	30

RESULTS

Attendance per year:

● Adams/Gardiner	38,675	39,000	39,000	38,500
● Avenue D	25,388	29,500	29,500	29,500
● Campbell	25,570	29,000	30,800	31,000
● Carter/Norton Village	24,612	40,000	40,000	40,000
● Edgerton/Pierpont/Charlotte/LaGrange	52,110	64,000	61,500	64,000
● Flint	82,840	85,000	95,700	85,000
● North Street	32,491	37,000	37,000	37,000
● South/Field/Cobbs Hill	44,046	56,000	56,000	56,000
● Webster/Humboldt	53,592	53,000	57,000	54,250

GENESEE VALLEY COMPLEX – R2010 Campaign #9 - Healthy Urban Neighborhoods

This activity manages the Genesee Valley Park (GVP) ice rink, pool, playing fields, and Manhattan Square Park facility, including the ice rink.

Program Change

Broomball will be introduced as a new sport with clinics and programs for youth and adults. Broomball is a team sport played on uncleaned ice by players in sneakers.

The Genesee Valley Field House will be promoted as a new conference and community space in collaboration with Southwest Area Neighborhood Association (SWAN), the YMCA, and the NET office.

Performance Indicators

	<u>Actual</u> <u>2002-03</u>	<u>Estimated</u> <u>2003-04</u>	<u>Budget</u> <u>2003-04</u>	<u>Budget</u> <u>2004-05</u>
DEMAND				
Registrations - Special Events	560	476	595	515

DEPARTMENT OF PARKS, RECREATION & HUMAN SERVICES
BUREAU OF PARKS & RECREATION

Performance Indicators

	Actual <u>2002-03</u>	Estimated <u>2003-04</u>	Budget <u>2003-04</u>	Budget <u>2004-05</u>
WORKLOAD				
Hours of operation:				
● GVP Ice Rink	2,862	2,816	2,797	2,762
● GVP Pool	863	897	871	878
● Manhattan Square Rink	823	814	815	823
Number of permit uses:				
● GVP Ice Rink	455	400	400	400
● GVP Pool	188	200	200	200
● Manhattan Square Rink	54	60	60	60
RESULTS				
Attendance per year:				
● GVP Ice Rink	24,787	24,000	24,000	24,000
● GVP Pool	15,802	15,000	19,000	15,000
● Manhattan Square Rink	7,112	8,000	11,000	8,000

ATHLETICS – R2010 Campaign #9 - Healthy Urban Neighborhoods
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This activity develops, coordinates, and directs athletic activities, including organized team sports at all skill levels and competition. Among its programs are the Adult Recreational Softball League, the Saturday morning Learn To Swim program, youth softball, basketball and football leagues, adult tennis, and volunteer Youth Sports Enhancement program. This activity also is responsible for the development and administration of the centralized aquatic initiative.

Program Change

SWAN track and field coordinator is eliminated. The Douglass, East, and Jefferson pools were closed in the Summer of 2003 due to City School District renovations, reducing the hours of operation. Freddie Thomas hours of operation will be reduced in 2004-05 as Community Place plans on providing a Summer swim program.

Marshall and Monroe were open in the Summer of 2003 in lieu of other pools. The Learn to Swim program is newly counted for 2004-05.

Special clinics and development leagues will be used to increase participation by females in program offerings.

Performance Indicators

	Actual <u>2002-03</u>	Estimated <u>2003-04</u>	Budget <u>2003-04</u>	Budget <u>2004-05</u>
DEMAND				
Adult softball participants	4,059	4,300	3,600	4,300
Athletics Registrations - SWAN Track	71	75	N/A	0

Performance Indicators

	Actual <u>2002-03</u>	Estimated <u>2003-04</u>	Budget <u>2003-04</u>	Budget <u>2004-05</u>
WORKLOAD				
Hours of Aquatics operation:				
● Adams	N/A	2,461	N/A	2,511
● Charlotte	77	77	74	77
● Douglass	285	53	0	330
● East	359	89	79	366
● Freddie Thomas	648	660	578	379
● Jefferson	386	116	87	400
● Madison	618	633	564	622
● Marshall	0	315	N/A	30
● Monroe	0	315	N/A	30
Registration for Aquatics:				
● Adams	1,478	1,450	N/A	1,450
● Charlotte	130	150	175	150
● Douglass	317	90	0	390
● East	425	100	100	400
● Freddie Thomas	615	304	600	90
● Jefferson	409	130	60	430
● Madison	773	412	700	505
● Marshall	0	252	N/A	80
● Monroe	0	293	N/A	90
RESULTS				
Adult softball games held	1,224	1,300	1,275	1,300
Attendance per year*:				
● Charlotte	656	650	1,500	650
● Douglass	1,286	500	0	1,700
● East	8,361	200	267	8,300
● Freddie Thomas	2,830	3,000	3,600	1,400
● Jefferson	3,778	526	223	4,000
● Madison	3,364	3,400	5,000	3,400
● Marshall	0	2,500	N/A	750
● Monroe	0	2,300	N/A	1,000

N/A = Not Applicable

*Attendance at Adams not available.

PUBLIC MARKET – R2010 Campaign #9 - Healthy Urban Neighborhoods

This activity operates and maintains the Public Market at 280 North Union Street. Employees rent stall space to vendors, collect revenues, maintain buildings and grounds, and supervise operations on market days.

Program Change

Special event days increase due to anticipated 100th Anniversary centennial celebrations in June 2005. Off-site parking requirements will be implemented for vendors in order to increase the availability of customer parking. Fee increases occur for seasonal and annual leases.

**DEPARTMENT OF PARKS, RECREATION & HUMAN SERVICES
BUREAU OF PARKS & RECREATION**

Performance Indicators

	<u>Actual</u> <u>2002-03</u>	<u>Estimated</u> <u>2003-04</u>	<u>Budget</u> <u>2003-04</u>	<u>Budget</u> <u>2004-05</u>
DEMAND				
Stalls for rent:				
● Shed A	124	124	124	124
● Shed C	68	68	68	68
● Winter Shed	60	60	60	60
Leases:				
● Shed A & C/ seasonal	197	197	197	197
● Winter Shed/annual	59	59	59	59
● Shed A & C/ annual	11	11	11	11
● Non-traditional stalls	20	20	20	20
WORKLOAD				
Market days held	155	155	155	155
Special event days	28	30	30	32
Daily rentals:				
● Shed A & C (January - April)	1,804	1,800	1,750	1,750
● Shed A & C (May - December)	1,420	1,400	1,340	1,340
● Special Events	1,416	1,500	1,575	1,575
EFFICIENCY				
Occupancy Rate (%)				
● Shed A	100	100	100	100
● Shed C	100	100	100	100
● Winter Shed	98	100	98	99

PARKS OPERATIONS – R2010 Campaign #4 - Environmental Stewardship

Parks Operations maintains City parks, green areas, and recreation and parks equipment. It prepares and maintains athletic fields and two artificial ice rinks. It plants, grooms, and maintains City parks flower beds, Maplewood Park Rose Garden, and sections of the Genesee River Trail.

Program Change

Improvements to 42 bleachers will be undertaken by removing the grass underneath the bleachers and covering the area with stones and stone dirt. This will improve efficiency by reducing the grass mowing operation in the bleacher areas.

Performance Indicators

	<u>Actual</u> <u>2002-03</u>	<u>Estimated</u> <u>2003-04</u>	<u>Budget</u> <u>2003-04</u>	<u>Budget</u> <u>2004-05</u>
DEMAND				
Acres maintained	880	880	880	880
Ice Rinks maintained	2	2	2	2
Work orders received	1,352	1,400	1,200	1,400
WORKLOAD				
Mowings/trimmings per area	18	18	18	18
Litter/trash pickups per area	61	61	61	61
Ice Rinks (weeks maintained):				
● Genesee Valley	26	26	26	26
● Manhattan Square	15	15	15	15
Maplewood Rose Garden bushes maintained	4,750	4,750	4,750	4,750

Performance Indicators

	<u>Actual 2002-03</u>	<u>Estimated 2003-04</u>	<u>Budget 2003-04</u>	<u>Budget 2004-05</u>
EFFICIENCY				
Work orders completed (%)	98.0	96.4	95.8	96.4
RESULTS				
Work orders completed	1,325	1,350	1,150	1,350
Actual mowings/trimmings per area	18	18	18	18

FORESTRY – R2010 Campaign #4 - Environmental Stewardship

The Division of Forestry manages the care and maintenance of the City's urban forest. This includes tree pest management, pruning, planting, and tree and stump removal on City streets, in City parks, and other City properties. The Division responds to the public regarding City tree management issues and conducts annual inspections of City trees to assist in work program planning.

Program Change

Bare root tree planting has become successful and the number of bare root tree planting will increase 50%. Contracted tree planting was used for the Lake Avenue project in 2002-03 and will be used for the West Ridge Road project in 2004-05.

The performance indicators of both 2002-03 and 2003-04 were impacted by the Ice Storm of April 2003. The Ice Storm work took precedence over routine pruning.

Performance Indicators

	<u>Actual 2002-03</u>	<u>Estimated 2003-04</u>	<u>Budget 2003-04</u>	<u>Budget 2004-05</u>
DEMAND				
Street trees and sites:				
● Trees	58,430	56,763	59,560	57,196
● Planting sites	19,210	20,877	19,800	20,444
● Trees to be pruned	14,526	10,517	10,100	8,761
● Annual removals	769	898	700	700
● Annual stump removals	290	1,047	650	650
Parks/cemetery trees:				
● Trees	11,750	11,628	11,750	11,683
● Trees to be pruned	3,916	0	6,250	3,653
● Removals	39	85	185	100
● Stumps	4	50	225	100
Service requests received	3,826	3,200	3,250	3,200
WORKLOAD				
Trees removed by city	769	898	600	600
Trees removed by others	39	22	100	100
Trees planted by city*	504	433	400	450
Bare root trees planted by city*	50	50	N/A	75
Trees planted by contract	107	0	150	200
Trees maintained:				
● Complete prune by city	14,526	10,517	7,500	6,000
● Complete prune by contract	8,032	4,784	4,750	7,200
● Hazard prune by city	5,409	2,761	5,000	5,000
● Stump removal by city	290	1,047	400	600
● Stump removal by contract	0	22	300	30

DEPARTMENT OF PARKS, RECREATION & HUMAN SERVICES
BUREAU OF PARKS & RECREATION

Performance Indicators

	Actual <u>2002-03</u>	Estimated <u>2003-04</u>	Budget <u>2003-04</u>	Budget <u>2004-05</u>
RESULTS				
Trees removed	808	920	885	700
Trees planted	661	483	550	725
Trees maintained:				
• Complete prune	22,558	15,301	12,250	13,200
• Hazard prune	5,409	2,761	5,000	5,000
Stumps removed	290	1,069	850	630

N/A - Not Applicable

*Contingent upon receipt of New York State funding in 2004-05.

EQUIPMENT MAINTENANCE – R2010 Campaign #7 - Quality Service

This activity maintains and repairs specialized equipment for the Department. It also maintains and repairs small equipment for the Department of Environmental Services and coordinates vehicle maintenance with them.

Program Change

The elimination of one full time position adversely affects the number of work orders that can be completed. Due to the age of equipment, more work orders are generated.

Performance Indicators

	Actual <u>2002-03</u>	Estimated <u>2003-04</u>	Budget <u>2003-04</u>	Budget <u>2004-05</u>
DEMAND				
Work orders received	1,637	1,700	1,500	1,700
WORKLOAD				
Work orders completed	1,637	1,700	1,500	1,360
EFFICIENCY				
Work orders completed (%)	100.0	100.0	100.0	80.0
Work orders per mechanic	327	340	300	340

CUSTODIAL SERVICES – R2010 Campaign #7 - Quality Service

This activity furnishes cleaning services at Parks and Recreation and Cemetery buildings.

Performance Indicators

	Actual <u>2002-03</u>	Estimated <u>2003-04</u>	Budget <u>2003-04</u>	Budget <u>2004-05</u>
DEMAND				
Buildings maintained by unit	31	31	31	31
Buildings maintained by lease and monitored by unit	2	2	2	2
WORKLOAD				
Square feet of buildings maintained by unit	340,450	340,450	337,650	340,450
Square feet of buildings maintained by lease	37,000	37,000	37,000	37,000

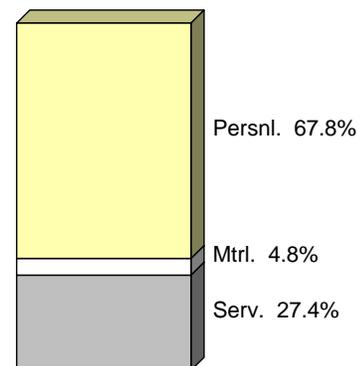
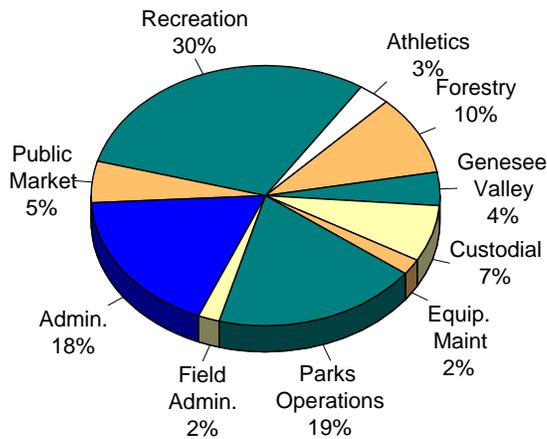
DEPARTMENT OF PARKS, RECREATION & HUMAN SERVICES
BUREAU OF PARKS & RECREATION
EXPENDITURE SUMMARY

12-19

Appropriation by Major Object	<u>Actual</u> <u>2002-03</u>	<u>Estimated</u> <u>2003-04</u>	<u>Amended</u> <u>2003-04</u>	<u>Approved</u> <u>2004-05</u>
Personnel Expenses	6,622,827	6,646,900	6,721,100	6,800,500
Materials & Supplies	454,288	544,000	495,800	477,800
Services	2,289,558	2,719,500	2,701,700	2,745,700
Other	<u>0</u>	<u>600</u>	<u>600</u>	<u>0</u>
Total	9,366,673	9,911,000	9,919,200	10,024,000

Appropriation by Activity	<u>Actual</u> <u>2002-03</u>	<u>Estimated</u> <u>2003-04</u>	<u>Amended</u> <u>2003-04</u>	<u>Approved</u> <u>2004-05</u>
Administration	1,512,217	1,723,900	1,780,800	1,809,100
Field Administration	179,235	193,400	198,300	193,600
Recreation	3,042,077	3,024,000	3,109,100	3,020,600
Genesee Valley Complex	390,278	408,300	394,800	406,800
Athletics	308,474	343,600	338,600	327,900
Public Market	446,432	464,700	384,400	458,700
Parks Operations	1,782,165	1,880,800	1,889,800	1,969,900
Forestry	883,363	968,300	964,200	968,000
Equipment Maintenance	218,462	250,700	241,600	208,100
Custodial Services	<u>603,970</u>	<u>653,300</u>	<u>617,600</u>	<u>661,300</u>
Total	9,366,673	9,911,000	9,919,200	10,024,000

Employee Years by Activity	<u>Actual</u> <u>2002-03</u>	<u>Estimated</u> <u>2003-04</u>	<u>Amended</u> <u>2003-04</u>	<u>Approved</u> <u>2004-05</u>
Administration	16.5	16.1	16.7	20.0
Field Administration	3.5	3.4	3.4	3.0
Recreation	103.5	96.8	97.7	94.7
Genesee Valley Complex	10.7	12.0	10.9	10.8
Athletics	7.6	7.2	8.6	8.5
Public Market	3.4	3.6	3.4	3.4
Parks Operations	47.7	45.8	47.4	47.3
Forestry	21.5	21.5	22.7	20.7
Equipment Maintenance	4.1	4.6	4.4	3.4
Custodial Services	<u>22.3</u>	<u>22.8</u>	<u>21.6</u>	<u>21.6</u>
Total	240.8	233.8	236.8	233.4



**DEPARTMENT OF PARKS, RECREATION & HUMAN SERVICES
BUREAU OF PARKS & RECREATION
PERSONNEL SUMMARY**

FULL TIME POSITIONS			Adminis- tration	Field Administration	Recreation	Genesee Valley Complex	Athletics	Public Market	Parks Operations	Forestry	Equipment Maintenance	Custodial Services		
Br.	Title	Budget 2003-04											Approved 2004-05	
33	Director/Recreation & Leisure Svcs.	1	1	0.9				0.1						
28	Asst. Mgr. of Parks & Recreation	2	2	1.7				0.3						
28	City Forester	1	1							1				
25	Area Manager	2	2		2									
24	Program Development Specialist	1	1	1										
23	Coordinator, Athletics & Aquatics	1	1	0.2		0.5	0.3							
21	Recreation Center Director	5	6			6								
20	Administrative Analyst	1	1	1										
19	Forestry Operations Supervisor	1	1							1				
19	Parks Operations Supervisor	3	3						3					
19	Senior Equipment Mechanic	1	1								1			
19	Senior Recreation Supervisor	6	3			3								
18	Municipal Assistant	1	1	0.9				0.1						
18	Special Events Program Assistant	1	0											
18	Supervisor of Markets	1	1					1						
17	Forestry Technician	4	4							4				
17	Horticulture Technician	1	1						1					
16	Administrative Assistant	1	2	2										
15	Recreation Supervisor	13	13			12	0.5	0.5						
13	Building Maintenance Supervisor	2	2									2		
13	Supervising Stock Clerk	1	1	1										
9	Clerk II	1	1	1										
9	Pool Supervisor	1	1			1								
9	Recreation Leader	30	29			29								
9	Recreation Leader Bilingual	2	3			3								
7	Clerk III w ith Typing	4	4	2	1					1				
6	Stock Clerk	1	1	1										
1	Cleaner	9	9									9		
66	Laborer	1	1						1					
66	Laborer 6 Day	1	1						1					
65	Senior Forestry Worker	4	4							4				
65	Sr. Maintenance Mech. Pipefitter	1	1						1					
65	Sr. Maintenance Mechanic Welder	1	1						1					
63	Equipment Mechanic	3.5	2.5								2.5			
61	Crew Chief	6	6						6					
61	Forestry Worker	8	6							6				
57	Senior Security Guard	1	1	1										
56	Ground Equipment Operator	20	20					1	19					
41	Parks Operations Worker	5	5						5					
EMPLOYEE YEARS														
Full Time			149.5	144.5	13.7	3.0	54.0	1.0	0.8	2.5	38.0	17.0	3.5	11.0
Overtime			3.4	3.7	0.3	0.0	0.7	0.1	0.0	0.1	1.4	0.6	0.0	0.5
Part Time, Temporary, Seasonal			91.6	92.9	6.2	0.0	44.3	10.2	7.8	1.0	9.0	3.7	0.0	10.7
Less: Vacancy Allowance			<u>7.7</u>	<u>7.7</u>	<u>0.2</u>	<u>0.0</u>	<u>4.3</u>	<u>0.5</u>	<u>0.1</u>	<u>0.2</u>	<u>1.1</u>	<u>0.6</u>	<u>0.1</u>	<u>0.6</u>
Total			236.8	233.4	20.0	3.0	94.7	10.8	8.5	3.4	47.3	20.7	3.4	21.6

The Office of Special Services consists of the Cemeteries, the Blue Cross Arena at the Rochester War Memorial, the Rochester Riverside Convention Center, and the High Falls Entertainment District. Responsibilities include administering the Blue Cross Arena at the Rochester War Memorial lease, operating Mt. Hope and Riverside Cemeteries, and contract administration associated with the operation of the Rochester Riverside Convention Center and the High Falls Entertainment District. These activities are under the direct supervision of the Commissioner's Office.

The 2004-05 work plan includes the following:

Objective	R2010 Campaigns Supported	Projected Completion
Hire and train a more diverse sales team at the Cemeteries	#7 - Quality Service	Fourth Quarter

Year-to-Year Comparison

	<u>2003-04</u>	<u>2004-05</u>	<u>Change</u>
Budget	4,479,700	4,179,400	-300,300
Employee Years	31.6	30.3	-1.3

Change Detail

<u>Salary & Wage Adjustment</u>	<u>General Inflation</u>	<u>Chargebacks</u>	<u>Vacancy Allowance</u>	<u>Miscellaneous</u>	<u>Major Change</u>	<u>Total</u>
9,700	48,600	-11,900	0	-8,100	-338,600	-300,300

Major Change

One time facility improvement allocation for the Convention Center does not recur	-210,000
Productivity improvements result in savings	-48,200
Reduce Heritage Foundation consultant support due to budget constraints	-32,000
Reduce insurance expense at the Blue Cross Arena at the Rochester War Memorial based on historical experience	-13,500
Eliminate two seasonal positions at the Cemeteries due to budget constraints	-11,600
Reduce the operating allocation for the Convention Center due to budget constraints	-10,000
Funding is reduced at the High Falls Entertainment District per contract terms	-6,500
Eliminate part time clerical help at the Blue Cross Arena at the Rochester War Memorial due to budget constraints	-5,500
Reduce construction materials at the Cemeteries due to budget constraints	-4,100
Transfer an administrative position to the Bureau of Parks and Recreation, offset by the addition of a financial position	2,800

**DEPARTMENT OF PARKS, RECREATION & HUMAN SERVICES
OFFICE OF SPECIAL SERVICES**

CEMETERIES – R2010 Campaign #4 - Environmental Stewardship

This Division administers the City's two cemeteries: Mt. Hope, at 1133 Mt. Hope Avenue, and Riverside, at 2650 Lake Avenue. The Division provides information, manages and trains the sales program for the sale of burial space, mausoleum, niches, markers, and cemetery products. The Division is also responsible for the coordination of burial services, mausoleum entombment, and grounds maintenance.

Performance Indicators

	<u>Actual</u> <u>2002-03</u>	<u>Estimated</u> <u>2003-04</u>	<u>Budget</u> <u>2003-04</u>	<u>Budget</u> <u>2004-05</u>
DEMAND				
Cemetery acreage	292	292	292	292
WORKLOAD				
Burials arranged	1,241	1,200	950	1,095
Cremations performed	222	225	250	260
Foundations constructed	598	600	700	600
Graves sold	1,051	900	1,000	950
Niches sold	31	50	10	40
Crypt spaces sold	92	50	75	80
Lawn crypt spaces sold	5	2	0	1
Cremation urns sold	31	20	35	30
Granite and bronze monuments and markers sold	250	275	250	260

BLUE CROSS ARENA AT THE ROCHESTER WAR MEMORIAL – R2010 Campaign #10 - Center City

This activity administers the Blue Cross Arena at the Rochester War Memorial lease, monitors events, and reviews audits and reports of revenue and attendance.

Program Change

The loss of arena football decreases attendance and total events.

Performance Indicators

	<u>Actual</u> <u>2002-03</u>	<u>Estimated</u> <u>2003-04</u>	<u>Budget</u> <u>2003-04</u>	<u>Budget</u> <u>2004-05</u>
DEMAND				
Events	123	138	129	121
WORKLOAD				
Event days	128	155	150	138
EFFICIENCY				
Attendance per event	3,207	3,374	3,900	3,414
Per capita concession revenue (\$)	4.22	4.49	3.74	4.99
RESULTS				
Total concession revenue (gross, \$)	1,734,297	2,347,314	2,200,000	2,350,000
Concessions revenue (City share, \$)	151,751	205,390	192,500	205,625
Total attendance	410,547	522,923	585,000	471,200

CONVENTION CENTER – R2010 Campaign #8 - Tourism Destination

The Rochester Riverside Convention Center is owned by the City and operated under contract by the Rochester Convention Center Management Corporation. The contractor is responsible for employing staff, marketing, daily operations, routine maintenance and repair of the facility, and food and beverage service. The net operating cost funded by the City is substantially supported by revenue from the Hotel/Motel tax.

Performance Indicators

	Actual <u>2002-03</u>	Estimated <u>2003-04</u>	Budget <u>2003-04</u>	Budget <u>2004-05</u>
DEMAND				
Conventions/trade shows	30	36	36	36
Public shows	25	25	23	20
Other	357	280	290	290
WORKLOAD				
Event days scheduled	314	285	285	285
RESULTS				
Total attendance	279,528	270,000	270,000	270,000

Operating cost for the Rochester Convention Center is estimated as follows:

	Budget <u>2003-04</u>	Budget <u>2004-05</u>
Operating Revenues		
● Building & equipment rental	1,015,000	940,500
● Food & beverage service	4,104,900	3,831,000
● Convention packages	320,100	215,000
● Building services/miscellaneous	<u>914,300</u>	<u>756,700</u>
Total Revenues	6,354,300	5,743,200
Operating Expenses		
● Personnel & fringe benefits	3,939,600	3,668,300
● Materials & supplies	163,600	155,600
● Utilities	385,000	395,000
● Maintenance of building & equipment	261,700	274,700
● Security & contract labor	102,700	106,400
● Food & supplies	951,400	895,600
● Convention packages	320,100	215,000
● Facility improvement allocation	300,000	30,000
● Other contractual services	<u>1,277,000</u>	<u>1,129,400</u>
Total Expenses	7,701,100	6,870,000
Total Cost	1,346,800	1,126,800

HIGH FALLS ENTERTAINMENT DISTRICT – R2010 Campaign #10 - Center City

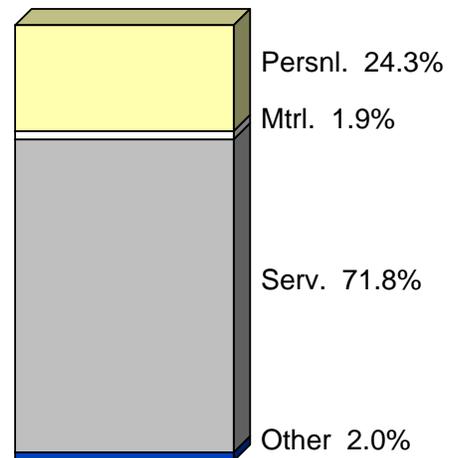
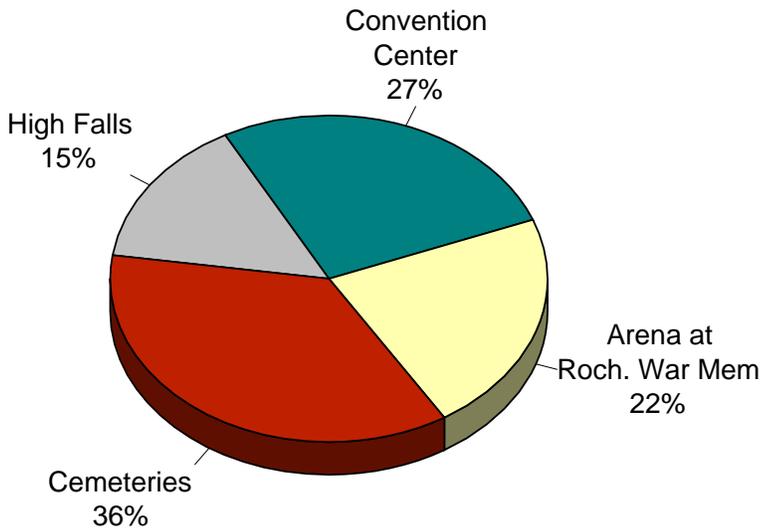
The High Falls Entertainment District, in Center City and adjacent to the Genesee River, includes a commercial and retail center. A Sound and Light Show features laser images and other special effects in the Genesee River gorge.

**DEPARTMENT OF PARKS, RECREATION & HUMAN SERVICES
OFFICE OF SPECIAL SERVICES
EXPENDITURE SUMMARY**

	<u>Actual</u> <u>2002-03</u>	<u>Estimated</u> <u>2003-04</u>	<u>Amended</u> <u>2003-04</u>	<u>Approved</u> <u>2004-05</u>
Appropriation by Major Object				
Personnel Expenses	1,095,288	1,097,700	1,021,600	1,017,000
Materials & Supplies	80,395	93,700	83,500	78,800
Services	3,119,998	3,233,800	3,278,600	3,001,100
Other	<u>95,958</u>	<u>74,900</u>	<u>96,000</u>	<u>82,500</u>
Total	4,391,639	4,500,100	4,479,700	4,179,400

Appropriation by Activity				
Cemeteries	1,420,411	1,510,300	1,426,900	1,503,900
Blue Cross Arena at the Rochester War Memorial	943,115	1,007,900	1,081,000	930,200
Convention Center	1,140,900	1,346,800	1,346,800	1,126,800
High Falls Entertainment District	<u>887,213</u>	<u>635,100</u>	<u>625,000</u>	<u>618,500</u>
Total	4,391,639	4,500,100	4,479,700	4,179,400

Employee Years by Activity				
Cemeteries	32.7	32.4	29.9	28.8
Blue Cross Arena at the Rochester War Memorial	<u>2.0</u>	<u>1.6</u>	<u>1.7</u>	<u>1.5</u>
Total	34.7	34.0	31.6	30.3



DEPARTMENT OF PARKS, RECREATION & HUMAN SERVICES
OFFICE OF SPECIAL SERVICES
PERSONNEL SUMMARY

12-25

FULL TIME POSITIONS				Cemeteries	Blue Cross Arena at the Rochester War Memorial
Br.	Title	Budget 2003-04	Approved 2004-05		
35	Deputy Commissioner of Parks, Recreation & Human Services	0.3	0.3		0.3
28	Cemetery Manager	1	1	1	
24	Cemetery Superintendent	1	1	1	
23	Special Events Facility Manager	0.5	0.5		0.5
19	Cemetery Operations Supervisor	1	1	1	
18	Head Account Clerk	0	1	1	
16	Administrative Assistant	1	0		
7	Clerk III with Typing	3	3	3	
63	Equipment Mechanic	0.5	0.5	0.5	
57	Cemetery Worker	2	2	2	
42	Cemetery Crew Chief	2	2	2	
A300	Cemetery Sales Coordinator	1	1	1	
A301	Cemetery Sales Counselor	6	5	5	
A301	Cemetery Sales Counselor Bilingual	0	1	1	
EMPLOYEE YEARS					
	Full Time	19.3	19.3	18.5	0.8
	Overtime	1.3	1.2	1.2	0.0
	Part Time, Temporary, Seasonal	11.9	10.7	10.0	0.7
	Less: Vacancy Allowance	<u>0.9</u>	<u>0.9</u>	<u>0.9</u>	<u>0.0</u>
	Total	31.6	30.3	28.8	1.5

**DEPARTMENT OF PARKS, RECREATION & HUMAN SERVICES
BUREAU OF HUMAN SERVICES**

The Bureau of Human Services has the responsibility for the fiscal management and oversight for several New York State and Federal funding streams, including the Community Development Block Grant (CDBG) Human Services allocation, Emergency Shelter Grant (ESG), Housing Opportunities for Persons with AIDS (HOPWA), Pregnancy Prevention funding from the New York State Office of Family and Children Services, and the New York 21st Century Community Learning Centers Program, also known as the Rochester After School Academy (RASA). The Bureau administers over \$6 million from these sources.

In addition, the Bureau provides direct client services and administers the Federal Summer Food Program. It also provides technical assistance and represents the City in local and regional human services, employment, and planning processes.

Central Administration manages the Bureau operations; coordinates and supervises the individual procurement process; and acts as a liaison to City Council. The unit also participates in various community planning processes, provides technical assistance for grant research to community based organizations and other city departments, and writes grants to obtain additional funding for human services initiatives.

Contract Services is responsible for the development, processing, and monitoring of contract agreements. Additionally, the unit is responsible for developing all reports and project information to support the City Council Transmittal process.

Youth Services delivers youth employment services through the Teens on Patrol, Youth Training Academy, Volunteer Intern, and Good Grades Pay programs.

Summer Food Service Program provides nutritious breakfasts and lunches to children.

The 2004-05 work plan includes the following:

Objective	R2010 Campaigns Supported	Projected Completion
Develop and implement procedural manuals for the Bureau of Human Services and the individual programs that it administers, such as: Adolescent Pregnancy Prevention Services (APPS), Rochester After School Academy (RASA), Housing Opportunities for Persons With AIDS (HOPWA)	#1 - Involved Citizens #7 - Quality Service	Second Quarter

Year-to-Year Comparison

	<u>2003-04</u>	<u>2004-05</u>	<u>Change</u>
Budget	2,400,500	1,790,400	-610,100
Employee Years	17.7	17.0	-0.7

Change Detail

<u>Salary & Wage Adjustment</u>	<u>General Inflation</u>	<u>Chargebacks</u>	<u>Vacancy Allowance</u>	<u>Miscellaneous</u>	<u>Major Change</u>	<u>Total</u>
26,000	12,100	-9,600	0	-1,700	-636,900	-610,100

Major Change

Funding for the Rochester After School Academy Grant Phase I decreases	-465,900
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Major Change

Reduce Good Grades Pay funding due to budget constraints	-98,300
Reduce Summer Food Program expense and revenue based on historical experience	-35,300
Eliminate one full time position due to budget constraints	-33,200
Rochester After School Academy Grant Phase II increases	31,900
Funding for Parenting Education does not recur	-16,000
Productivity improvements result in savings	-11,900
The Center for Disease Control grant ends	-5,700
Reduce travel and training due to budget constraints	-2,500

CENTRAL ADMINISTRATION

This activity manages Bureau operations. The unit prepares the annual bureau work and expenditure plans for various funding streams, coordinates and supervises procurement processes, and acts as a liaison to City Council. The unit also participates in various community planning processes, provides technical assistance for grant research to community based organizations and other city departments, and writes grants to obtain additional funding for human services initiatives.

Program Change

An additional round of funding from the New York State Education Department's 21st Century Community Learning Center program will allow the operation of 5 additional Rochester After School Academy (RASA) sites. The influx of 21st Century funding has helped to solidify the Bureau's transition from employment and training to youth development.

Performance Indicators

	<u>Actual</u> <u>2002-03</u>	<u>Estimated</u> <u>2003-04</u>	<u>Budget</u> <u>2003-04</u>	<u>Budget</u> <u>2004-05</u>
DEMAND				
Proposals received	70	65	70	70
WORKLOAD				
Proposals reviewed	70	65	70	70
Grants developed	3	2	4	3
Council transmittals processed	N/A	42	40	40
Grant writing technical assistance	5	6	8	8
Request for proposals developed	3	3	3	3
City representative for human services initiatives	N/A	11	10	12

N/A = Not Applicable

CONTRACT SERVICES – R2010 Campaign #6 - Economic Vitality

This activity monitors contracts for various funding streams, maintains the Bureau information system, develops contracts for services, and ensures that New York State and Federal audit requirements are met in a timely manner. It prepares statistical and descriptive reports for internal and external audiences and provides technical assistance to program operators, including training on new funding requirements.

Performance Indicators

	<u>Actual</u> <u>2002-03</u>	<u>Estimated</u> <u>2003-04</u>	<u>Budget</u> <u>2003-04</u>	<u>Budget</u> <u>2004-05</u>
DEMAND				
CDBG program allocation (\$)	1,305,000	1,237,200	1,237,200	1,333,600

**DEPARTMENT OF PARKS, RECREATION & HUMAN SERVICES
BUREAU OF HUMAN SERVICES**

Performance Indicators

	Actual <u>2002-03</u>	Estimated <u>2003-04</u>	Budget <u>2003-04</u>	Budget <u>2004-05</u>
ESG allocation (\$)	413,000	410,000	412,000	431,400
HOPWA allocation (\$)	566,000	597,000	566,000	598,000
Technical assistance requests	300	300	300	300

WORKLOAD

Contracts developed	105	114	100	115
Contract amendments	55	55	40	45
Project reports	681	700	670	670
Monitoring visits	110	110	200	180
Desk audits	154	150	140	140

RESULTS

CDBG project beneficiaries	11,067	10,722	14,500	10,000
ESG project beneficiaries	24,000	24,000	25,000	24,000
HOPWA project beneficiaries	577	550	750	550

CDBG - Community Development Block Grant

ESG - Emergency Shelter Grant

HOPWA - Housing Opportunities for Persons With AIDS

YOUTH SERVICES – R2010 Campaign #6 - Economic Vitality

This activity has oversight of the Bureau's youth activities and direct service programs. This activity operates the Good Grades Pay Program (GGP), which includes the Community Conservation Corps (CCC), the Teens on Patrol (TOPS), Youth Training Academy (YTA), the Volunteer Intern Program (VIP), and the 21st Century Community Learning Program.

Performance Indicators

	Actual <u>2002-03</u>	Estimated <u>2003-04</u>	Budget <u>2003-04</u>	Budget <u>2004-05</u>
DEMAND				
New York State 21st Century - Phase 1 allocation (\$)	399,206	2,195,794	2,040,000	1,730,000
New York State 21st Century - Phase 2 allocation (\$)	N/A	389,269	N/A	896,200
APPS allocation (\$)	319,700	319,700	N/A	319,700

WORKLOAD

Applicants for Good Grades Pay	688	600	650	650
Applicants for CCC and TOPS	90	90	90	90
Applicants for YTA	0	10	200	100
Applicants for VIP	0	20	100	30
Number of sites for RASA I	N/A	11	11	11
Number of sites for RASA II	N/A	5	N/A	5
APPS Projects	5	5	N/A	5

Performance Indicators

	<u>Actual</u> <u>2002-03</u>	<u>Estimated</u> <u>2003-04</u>	<u>Budget</u> <u>2003-04</u>	<u>Budget</u> <u>2004-05</u>
EFFICIENCY				
Participants in Good Grades Pay	275	250	275	263
Participants in CCC and TOPS	58	46	60	50
Number of students enrolled in YTA	N/A	20	100	50
Number of students enrolled in VIP	N/A	16	20	20
Youth participants in RASA I	N/A	800	800	1,100
Adult participants in RASA I	N/A	100	320	325
Youth participants in RASA II	N/A	0	N/A	320
Adult participants in RASA II	N/A	0	N/A	320
Participants in APPS	367	377	N/A	377
RESULTS				
Number of students increasing Math and/or English tests due to RASA	N/A	75%	75%	75%
Number of students completing YTA	N/A	10	95	50
Number of students completing VIP	N/A	12	20	20
Number of Pre-COE portfolios developed	N/A	12	20	20
Number of YTA students employed	N/A	10	67	33

APPS - Adolescent Pregnancy Prevention Services
 CCC - Community Conservation Corps.
 COE - Certificate of Employability
 RASA I - Rochester After School Academy Phase I
 RASA II - Rochester After School Academy Phase II
 TOPS - Teens on Patrol
 VIP - Volunteer Intern Program
 YTA - Youth Training Academy

N/A = Not Applicable

SUMMER FOOD SERVICE PROGRAM – R2010 Campaign #6 - Economic Vitality

This federally funded activity provides nutritious breakfasts and lunches to children at various recreation, day care, community centers, and other locations within the City.

Performance Indicators

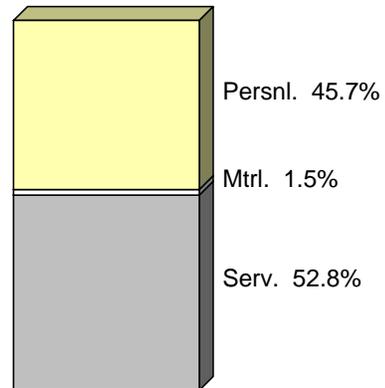
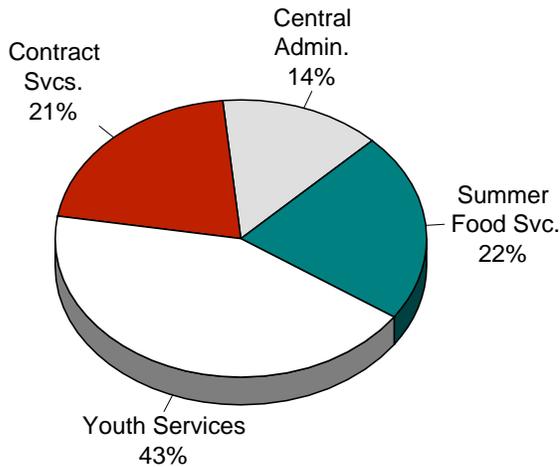
	<u>Actual</u> <u>2002-03</u>	<u>Estimated</u> <u>2003-04</u>	<u>Budget</u> <u>2003-04</u>	<u>Budget</u> <u>2004-05</u>
DEMAND				
Summer Food Program Breakfast sites	55	53	60	55
Summer Food Program Lunch sites	89	91	94	90
WORKLOAD				
Summer Food Program Breakfast sites	64,964	59,775	73,000	66,000
Summer Food Program Lunch sites	120,198	113,097	135,000	122,000

**DEPARTMENT OF PARKS, RECREATION & HUMAN SERVICES
BUREAU OF HUMAN SERVICES
EXPENDITURE SUMMARY**

	<u>Actual</u> <u>2002-03</u>	<u>Estimated</u> <u>2003-04</u>	<u>Amended</u> <u>2003-04</u>	<u>Approved</u> <u>2004-05</u>
Appropriation by Major Object				
Personnel Expenses	776,683	801,000	1,093,900	818,700
Materials & Supplies	18,913	74,300	89,500	27,200
Services	970,363	1,044,700	1,217,100	944,500
Other	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	1,765,959	1,920,000	2,400,500	1,790,400

Appropriation by Activity				
Central Administration	140,162	255,200	253,800	255,400
Contract Services	0	396,000	403,500	384,000
Youth Services	0	889,300	1,320,500	762,500
Planning & Community Relations	107,221	0	0	0
Contract Management	714,614	0	0	0
Operations	803,962	0	0	0
Summer Food Service	<u>0</u>	<u>379,500</u>	<u>422,700</u>	<u>388,500</u>
Total	1,765,959	1,920,000	2,400,500	1,790,400

Employee Years by Activity				
Central Administration	1.7	3.8	3.7	3.7
Contract Services	0.0	4.5	4.6	4.6
Youth Services	0.0	6.6	7.9	7.2
Planning & Community Relations	1.7	0.0	0.0	0.0
Contract Management	4.8	0.0	0.0	0.0
Operations	9.2	0.0	0.0	0.0
Summer Food Service	<u>0.0</u>	<u>0.8</u>	<u>1.5</u>	<u>1.5</u>
Total	17.4	15.7	17.7	17.0



DEPARTMENT OF PARKS, RECREATION & HUMAN SERVICES
BUREAU OF HUMAN SERVICES
PERSONNEL SUMMARY

12-31

FULL TIME POSITIONS				Central Administration	Contract Services	Youth Services	Summer Food Service
Br.	Title	Budget 2003-04	Approved 2004-05				
33	Manager/Human Services Planning	1	1	1			
24	Associate Employment & Training Coordinator	1	2			1.9	0.1
24	Grants Specialist	1	1	1			
24	Senior Administrative Analyst	2	2	1	1		
20	Senior Employment & Training Coordinator	8	7		3	4	
16	Administrative Assistant	1	0				
16	Employment & Training Counselor	0	1			0.9	0.1
16	Employment & Training Coordinator	1	0				
11	Secretary Bilingual	1	1	1			
7	Clerk III with Typing	1	1		0.9		0.1
EMPLOYEE YEARS							
	Full Time	17.0	16.0	4.0	4.9	6.8	0.3
	Overtime	0.1	0.1	0.0	0.0	0.0	0.1
	Part Time, Temporary, Seasonal	1.8	2.1	0.0	0.0	0.7	1.4
	Less: Vacancy Allowance	<u>1.2</u>	<u>1.2</u>	<u>0.3</u>	<u>0.3</u>	<u>0.3</u>	<u>0.3</u>
	Total	17.7	17.0	3.7	4.6	7.2	1.5

Purpose

The Undistributed Expense budget records allocations associated with, but not included in, departmental budgets or those that cannot reasonably be distributed to departmental budgets. The program includes costs for both current and non-current employee benefits, general risk management, payments to other agencies, and other miscellaneous expenditures.

Year-to-Year Comparison

	Budget <u>2003-04</u>	Budget <u>2004-05</u>	<u>Change</u>	Percent <u>Change</u>
<u>Main Functions</u>				
Employee Benefits - Current	47,279,800	65,762,800	18,483,000	39.1%
Employee Benefits - Non-Current	16,168,400	16,339,200	170,800	1.1%
General Risk Management	969,200	667,600	-301,600	-31.1%
Other	<u>2,800,300</u>	<u>2,944,000</u>	<u>143,700</u>	5.1%
	67,217,700	85,713,600	18,495,900	27.5%
Less: Intrafund Credit*	<u>79,000</u>	<u>124,500</u>	<u>45,500</u>	57.6%
Total	67,138,700	85,589,100	18,450,400	27.5%

*Reflects chargeback for Worker's Compensation costs.

Major Change

As proposed by the Mayor:

Current employee benefits increase primarily due to higher retirement costs	18,456,900
Non-current employee benefits costs experience a slight overall increase	170,800
General risk management costs decrease due to lower required Insurance Reserve contributions	-301,600
Other expenses increase net of all adjustments	143,700

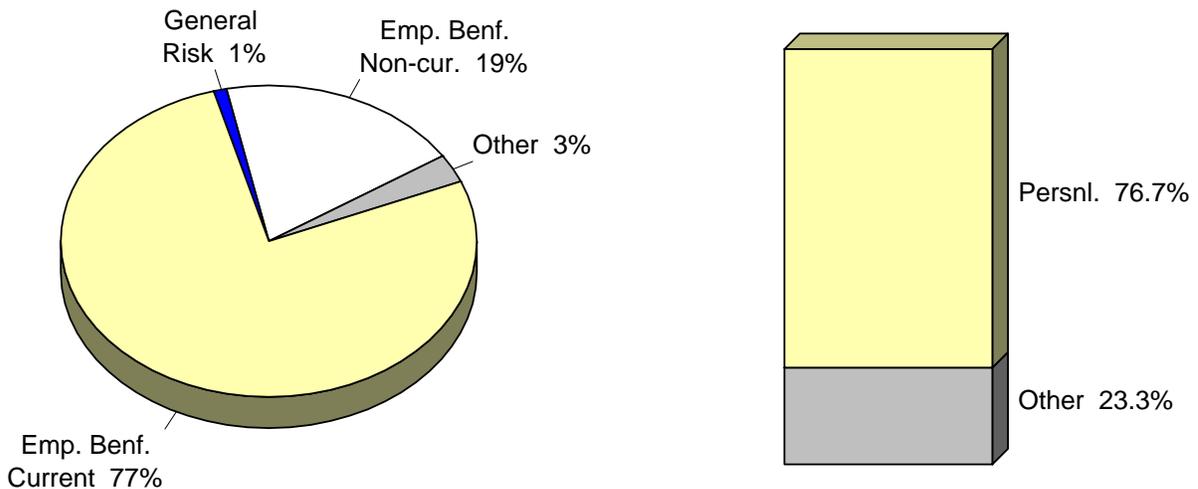
As amended by City Council:

Funding provided for additional police recruits	24,500
Funding provided for additional Library hours	1,600

UNDISTRIBUTED EXPENSES EXPENDITURE SUMMARY

	Actual <u>2002-03</u>	Estimated <u>2003-04</u>	Amended <u>2003-04</u>	Approved <u>2004-05</u>
Appropriation by Major Object				
Personnel Expenses	39,102,035	46,818,000	47,279,800	65,762,800
Materials & Supplies	0	0	0	0
Services	0	0	0	0
Other	<u>19,873,169</u>	<u>19,416,800</u>	<u>19,937,900</u>	<u>19,950,800</u>
	58,975,204	66,234,800	67,217,700	85,713,600
Less: Intrafund Credit*	<u>115,613</u>	<u>122,200</u>	<u>79,000</u>	<u>124,500</u>
Total	58,859,591	66,112,600	67,138,700	85,589,100
Appropriation by Activity				
Employee Benefits - Current	39,102,035	46,818,000	47,279,800	65,762,800
Employee Benefits - Non-Current	13,983,484	15,386,200	16,168,400	16,339,200
General Risk Management	798,438	969,200	969,200	667,600
Other	<u>5,091,247</u>	<u>3,061,400</u>	<u>2,800,300</u>	<u>2,944,000</u>
	58,975,204	66,234,800	67,217,700	85,713,600
Less: Intrafund Credit*	<u>115,613</u>	<u>122,200</u>	<u>79,000</u>	<u>124,500</u>
Total	58,859,591	66,112,600	67,138,700	85,589,100

*Reflects chargeback for Worker's Compensation costs.



UNDISTRIBUTED EXPENSES
EMPLOYEE BENEFITS – CURRENT

NEW YORK STATE RETIREMENT SYSTEM

The City makes annual payments to the New York State Retirement System, which in turn is responsible for making pension payments to eligible retirees. The New York State Comptroller oversees the System. The City participates in nine separate programs, four for civilians and five for uniformed employees. Each program provides a different level of benefits. Employees are eligible for participation in the various programs based on their employment period, which is called a tier. Tiers are:

<u>Tier</u>	<u>Hire Date (by any qualified public employer)</u>	
	<u>Non-Uniformed Employees</u>	<u>Uniformed Employees</u>
1	Before July 1973	Before July 1973
2	July 1973 to July 1976	After July 1973
3	July 1976 to September 1983	Does not apply
4	After September 1983	Does not apply

The amount of the payment is the product of the wage base times the contribution rates for each tier. The wage base is the estimate by New York State of the wages and salaries earned during the period April 1, 2004 to March 31, 2005. The Comptroller determines the contribution rates.

Year-to-Year Comparison

	<u>2003-04</u>	<u>2004-05</u>	<u>Change</u>
Budget	9,472,000	26,350,800	16,878,800

Major Change

Contribution rates increase with implementation of the second year phase-in of the Comptroller's plan to return rates to originally designated levels 16,878,800

SOCIAL SECURITY

Under the provision of Federal law, the City contributes to the Social Security Trust Fund 7.65 percent of the first \$87,900, then 1.45 percent after that for salaries and wages earned by each eligible employee. Certain earnings and deductions are not subject to these rates, such as flexible spending and payments to disabled employees.

Year-to-Year Comparison

	<u>2003-04</u>	<u>2004-05</u>	<u>Change</u>
Budget	12,751,400	13,210,400	459,000

Major Change

As proposed by the Mayor:

Contributions increase based on growth in the wage base	608,700
Savings result from workforce reduction	-160,000

As amended by City Council:

Funding provided for additional police recruits	8,700
Funding provided for additional Library hours	1,600

**UNDISTRIBUTED EXPENSES
EMPLOYEE BENEFITS – CURRENT**

HOSPITAL & MEDICAL INSURANCE

The City provides hospitalization and medical benefits through various programs. Agreements with the different labor unions determines specific coverage and the amount contributed by the City.

Year-to-Year Comparison

	<u>2003-04</u>	<u>2004-05</u>	<u>Change</u>
Budget	16,687,100	17,219,300	532,200

Major Change

As proposed by the Mayor:

Higher contributions due to increased rates	861,400
Savings result from workforce reduction	-210,000
Anticipated future savings	-135,000

As amended by City Council:

Funding provided for additional police recruits	15,800
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CAFETERIA BENEFITS PLAN

The City provides a Cafeteria Benefits Plan for Administrative, Professional, and Technical employees and Confidential employees. Under the Plan, an employee is given a credit allocation; allocation decisions are made annually. The employee then allocates that credit toward various types of benefits and levels of coverage. Employees can choose among medical, dental, life, and disability insurances, and flexible spending accounts. The Plan is on a calendar year basis.

Year-to-Year Comparison

	<u>2003-04</u>	<u>2004-05</u>	<u>Change</u>
Budget	4,088,700	4,379,500	290,800

Major Change

An inflationary increase is provided for the 2005 Plan year	290,800
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WORKER'S COMPENSATION

Under a self-insurance program, the City directly finances the costs of medical and compensation payments to employees injured on the job. A private insurance firm that is responsible for investigating claims, making payments, and estimating future reserve requirements administers the program.

Year-to-Year Comparison

	<u>2003-04</u>	<u>2004-05</u>	<u>Change</u>
Budget	2,827,900	3,124,100	296,200
Less: Intrafund Credit	<u>79,000</u>	<u>124,500</u>	<u>45,500</u>
	2,748,900	2,999,600	250,700

Major Change

	<u>2003-04</u>	<u>2004-05</u>	<u>Change</u>
Current Year Claims	276,000	337,000	61,000
Administrative Charge	59,000	65,000	6,000
State Assessments	435,900	400,500	-35,400

**UNDISTRIBUTED EXPENSES
EMPLOYEE BENEFITS – CURRENT**

13-5

Prior Years' Claims	<u>2,057,000</u>	<u>2,321,600</u>	<u>264,600</u>
Total	2,827,900	3,124,100	296,200
Less: Intrafund Credit	<u>79,000</u>	<u>124,500</u>	<u>45,500</u>
	2,748,900	2,999,600	250,700

Chargebacks

<u>Department/Bureau</u>	<u>2003-04</u>	<u>2004-05</u>	<u>Department/Bureau</u>	<u>2003-04</u>	<u>2004-05</u>
COMMUNITY DEVELOPMENT	1,000	1,000	LIBRARY	3,000	1,400
ENVIRONMENTAL SERVICES			PARKS, RECREATION AND HUMAN SERVICES		
Commissioner	500	500	Parks & Recreation	28,000	40,000
Architecture & Engineering	0	1,000	Special Services	<u>2,000</u>	<u>4,100</u>
Operations	170,000	228,000	TOTAL:	30,000	44,100
Water & Lighting	45,000	25,000	UNDISTRIBUTED	12,000	10,000
Equipment Services	<u>7,000</u>	<u>15,000</u>	CITY TOTAL	276,000	337,000
TOTAL:	222,500	269,500	Interfund	197,000	212,500
EMERGENCY COMMUNICATIONS	3,000	1,000	Intrafund	79,000	124,500
POLICE	4,000	5,000	CITY TOTAL	276,000	337,000
FIRE	500	5,000			

DENTAL INSURANCE

This activity supports dental benefits provided to employees as provided in labor contracts.

Year-to-Year Comparison

	<u>2003-04</u>	<u>2004-05</u>	<u>Change</u>
Budget	1,352,300	1,382,300	30,000

Major Change

Increase in rates 30,000

LIFE INSURANCE

The City provides term life insurance for all full time employees.

Year-to-Year Comparison

	<u>2003-04</u>	<u>2004-05</u>	<u>Change</u>
Budget	100,400	96,400	-4,000

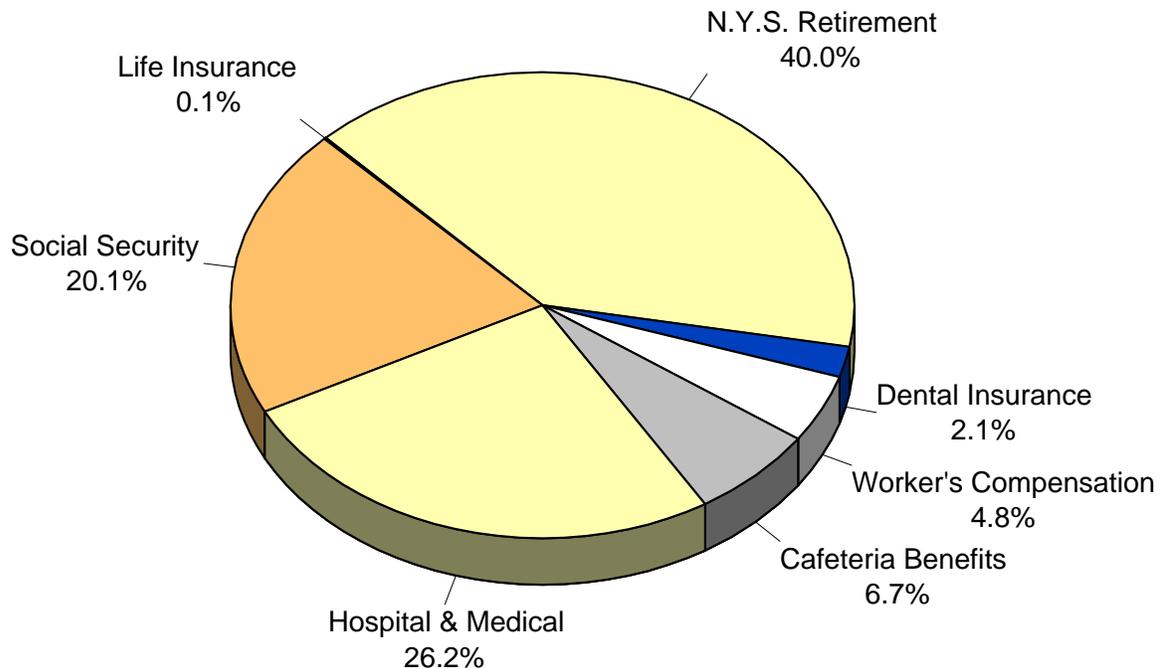
Major Change

Savings result from workforce reduction -4,000

**UNDISTRIBUTED EXPENSES
EMPLOYEE BENEFITS – CURRENT
EXPENDITURE SUMMARY**

	<u>Actual</u> <u>2002-03</u>	<u>Estimated</u> <u>2003-04</u>	<u>Amended</u> <u>2003-04</u>	<u>Approved</u> <u>2004-05</u>
Appropriation by Major Object				
Personnel Expenses	39,102,035	46,818,000	47,279,800	65,762,800
Materials & Supplies	0	0	0	0
Services	0	0	0	0
Other	0	0	0	0
	<u>39,102,035</u>	<u>46,818,000</u>	<u>47,279,800</u>	<u>65,762,800</u>
Less: Intrafund Credit*	<u>115,613</u>	<u>122,200</u>	<u>79,000</u>	<u>124,500</u>
Total	<u>38,986,422</u>	<u>46,695,800</u>	<u>47,200,800</u>	<u>65,638,300</u>
Appropriation by Activity				
New York State Retirement	4,795,648	9,167,100	9,472,000	26,350,800
Social Security	12,282,159	13,010,200	12,751,400	13,210,400
Hospital and Medical	13,828,785	15,836,800	16,687,100	17,219,300
Cafeteria Benefits Plan	3,650,389	4,058,400	4,088,700	4,379,500
Worker's Compensation	3,187,385	3,381,500	2,827,900	3,124,100
Dental Insurance	1,258,574	1,265,900	1,352,300	1,382,300
Life Insurance	<u>99,095</u>	<u>98,100</u>	<u>100,400</u>	<u>96,400</u>
	<u>39,102,035</u>	<u>46,818,000</u>	<u>47,279,800</u>	<u>65,762,800</u>
Less: Intrafund Credit*	<u>115,613</u>	<u>122,200</u>	<u>79,000</u>	<u>124,500</u>
Total	<u>38,986,422</u>	<u>46,695,800</u>	<u>47,200,800</u>	<u>65,638,300</u>

*Reflects chargeback for Worker's Compensation costs.



UNDISTRIBUTED EXPENSES
EMPLOYEE BENEFITS – NON-CURRENT

DISABLED/OLD PENSION

This activity includes the cost of a closed pension plan for police officers and firefighters, including surviving spouses, who retired before the City's participation in the New York State Retirement System. Revenue from the Foreign Insurance Fund partially offsets the cost of the firefighters' portion.

This activity also includes the cost of pension payments to permanently disabled firefighters who are entitled to collect the difference between the amount they receive from the New York State Retirement System and their current pay for the bracket and step that they held with the Fire Department at the time they separated from City employment.

Year-to-Year Comparison

	<u>2003-04</u>	<u>2004-05</u>	<u>Change</u>
Budget	2,333,600	1,889,500	-444,100

Major Change

Savings are projected in disabled firefighter expense based on revised liability projections	-407,600
The closed pension plan cost decreases due to fewer beneficiaries	-36,500

HOSPITAL & MEDICAL INSURANCE

The City provides hospital and medical benefits to eligible retirees.

Year-to-Year Comparison

	<u>2003-04</u>	<u>2004-05</u>	<u>Change</u>
Budget	13,268,200	13,635,400	367,200

Major Change

Higher contributions due to increased rates	367,200
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DENTAL INSURANCE

Firefighters retiring after November 1, 1980 are eligible for dental insurance coverage.

Year-to-Year Comparison

	<u>2003-04</u>	<u>2004-05</u>	<u>Change</u>
Budget	126,000	136,000	10,000

Major Change

Increase in rates	10,000
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**UNDISTRIBUTED EXPENSES
EMPLOYEE BENEFITS – NON-CURRENT**

LIFE INSURANCE

Certain uniformed retirees are provided term life insurance benefits:

Year-to-Year Comparison

	<u>2003-04</u>	<u>2004-05</u>	<u>Change</u>
Budget	43,500	44,500	1,000

Major Change

Adjusted based on projected need 1,000

UNEMPLOYMENT COMPENSATION

Individuals terminated from City employment under qualifying circumstances are eligible for unemployment benefits according to Federal guidelines. Quarterly payments are made to New York State based on actual claim experience.

Year-to-Year Comparison

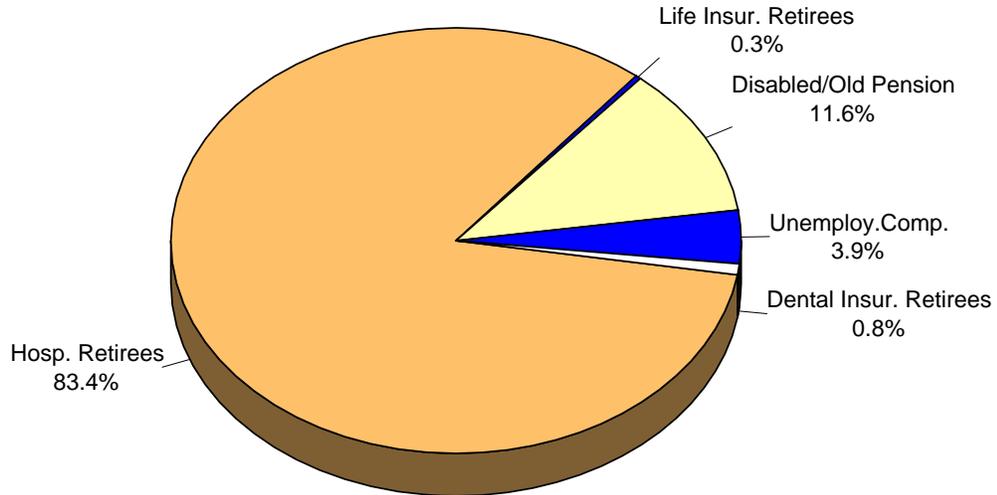
	<u>2003-04</u>	<u>2004-05</u>	<u>Change</u>
Budget	397,100	633,800	236,700

Major Change

Higher claims activity is projected due to workforce adjustments 236,700

**UNDISTRIBUTED EXPENSES
EMPLOYEE BENEFITS – NON-CURRENT
EXPENDITURE SUMMARY**

	<u>Actual</u> 2002-03	<u>Estimated</u> 2003-04	<u>Amended</u> 2003-04	<u>Approved</u> 2004-05
Appropriation by Major Object				
Personnel Expenses	0	0	0	0
Materials & Supplies	0	0	0	0
Services	0	0	0	0
Other	<u>13,983,484</u>	<u>15,386,200</u>	<u>16,168,400</u>	<u>16,339,200</u>
Total	13,983,484	15,386,200	16,168,400	16,339,200
Appropriation by Activity				
Disabled/Old Pension	2,201,302	1,889,500	2,333,600	1,889,500
Hospital and Medical - Retirees	11,301,605	12,944,000	13,268,200	13,635,400
Dental Insurance - Retirees	124,453	130,000	126,000	136,000
Life Insurance - Retirees	44,725	44,500	43,500	44,500
Unemployment Compensation	<u>311,399</u>	<u>378,200</u>	<u>397,100</u>	<u>633,800</u>
Total	13,983,484	15,386,200	16,168,400	16,339,200



**UNDISTRIBUTED EXPENSES
GENERAL RISK MANAGEMENT**

GENERAL INSURANCE

The City is self-insured for general and automobile liability. A private firm, which handles all claims, administers the total insurance program. Contributions to Insurance Reserve are a reimbursement of actual enterprise fund claims made in the prior fiscal year.

Year-to-Year Comparison

	<u>2003-04</u>	<u>2004-05</u>	<u>Change</u>
Budget	869,200	567,600	-301,600

Major Change

<u>Cost Components</u>	<u>2003-04</u>	<u>2004-05</u>	<u>Change</u>
Administrative Charge	76,400	80,100	3,700
Insurance Premium - Major Claims	242,000	242,000	0
Contribution to the Insurance Reserve	<u>550,800</u>	<u>245,500</u>	<u>-305,300</u>
	869,200	567,600	-301,600

JUDGMENTS & CLAIMS

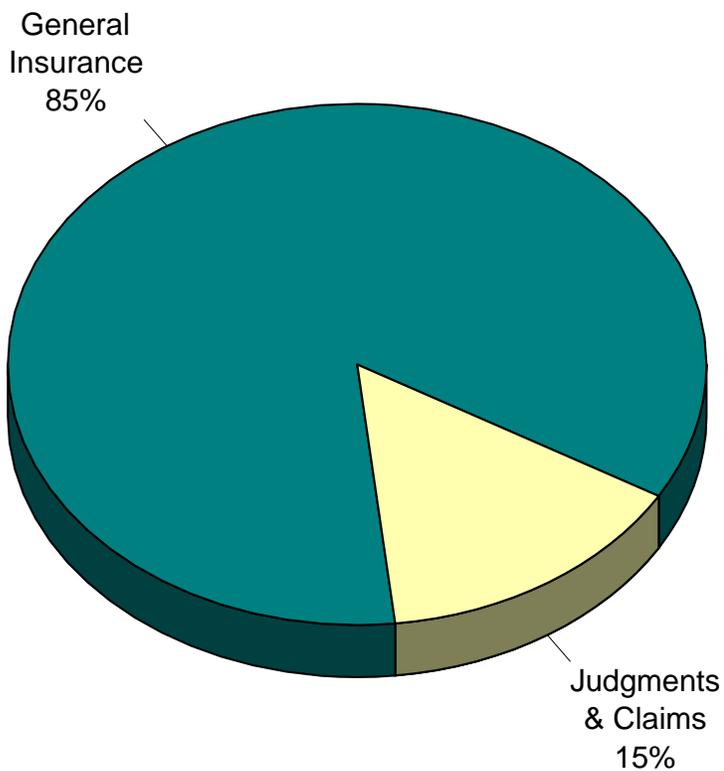
The Judgments and Claims account is used to pay the City's liability for judgment-based obligations that may occur outside of the normal tort litigation covered by the City's general insurance.

Year-to-Year Comparison

	<u>2003-04</u>	<u>2004-05</u>	<u>Change</u>
Budget	100,000	100,000	0

UNDISTRIBUTED EXPENSES
GENERAL RISK MANAGEMENT
EXPENDITURE SUMMARY

	<u>Actual</u> <u>2002-03</u>	<u>Estimated</u> <u>2003-04</u>	<u>Amended</u> <u>2003-04</u>	<u>Approved</u> <u>2004-05</u>
Appropriation by Major Object				
Personnel Expenses	0	0	0	0
Materials & Supplies	0	0	0	0
Services	0	0	0	0
Other	<u>798,438</u>	<u>969,200</u>	<u>969,200</u>	<u>667,600</u>
Total	798,438	969,200	969,200	667,600
Appropriation by Activity				
General Insurance	793,413	869,200	869,200	567,600
Judgments and Claims	<u>5,025</u>	<u>100,000</u>	<u>100,000</u>	<u>100,000</u>
Total	798,438	969,200	969,200	667,600



**UNDISTRIBUTED EXPENSES
OTHER**

+PAYMENTS TO OTHER GOVERNMENTS

This activity provides for payments to other governments for charges and services. Monroe County Pure Waters Agency charges the City for waste water removal at City-owned properties. The charge is based on both assessed property value and water consumption. Taxes of certain city residents whose children attend suburban schools are remitted to those suburban school districts as required by State law. Payments are also made to Monroe County for services provided to City Court facilities.

Year-to-Year Comparison

	<u>2003-04</u>	<u>2004-05</u>	<u>Change</u>
Budget	921,100	921,100	0

EMPLOYEE DEVELOPMENT – R2010 Campaign #7 Quality Services

This activity provides for the development of City employees through various training programs and tuition reimbursement.

Year-to-Year Comparison

	<u>2003-04</u>	<u>2004-05</u>	<u>Change</u>
Budget	150,500	150,500	0

CABLE TV AGREEMENTS – R2010 Campaign #11 - Arts & Culture

This activity includes an agreement with WXXI-TV to operate City 12 as the government access channel.

Year-to-Year Comparison

	<u>2003-04</u>	<u>2004-05</u>	<u>Change</u>
Budget	181,100	182,000	900

Major Change

An inflationary adjustment is made 900

TIME BANK ACCRUAL

To comply with the Governmental Accounting Standards Board (GASB) standards, specific time banks are required to be accrued by the City. Vacation time and uniformed compensatory time earned, but not yet taken, are accrued as an expense.

Year-to-Year Comparison

	<u>2003-04</u>	<u>2004-05</u>	<u>Change</u>
Budget	400,000	521,500	121,500

Major Change

Adjustment is made for growth in the hours and value of accrued time banks 121,500

UNDISTRIBUTED EXPENSES
OTHER

TITLE REPORTS

This activity includes agreements with companies that search titles of properties in foreclosure actions and issue title reports.

Year-to-Year Comparison

	<u>2003-04</u>	<u>2004-05</u>	<u>Change</u>
Budget	173,400	203,400	30,000

Major Change

Increase due to projected need	30,000
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EFFICIENCY & EFFECTIVENESS INITIATIVES – R2010 Campaign #7 Quality Services

This activity supports initiatives seeking greater efficiency and enhanced effectiveness in City operations.

Year-to-Year Comparison

	<u>2003-04</u>	<u>2004-05</u>	<u>Change</u>
Budget	100,000	100,000	0

MISCELLANEOUS

This activity reserves funds for various expenditures that do not pertain to a specific department, such as the employee bus pass subsidy, flexible spending, safe driver awards, employee assistance program, medical services, and child care referral services. Also included are the Leadership Rochester Program, and annual memberships in Public Technologies, Inc. and International Sister Cities.

Year-to-Year Comparison

	<u>2003-04</u>	<u>2004-05</u>	<u>Change</u>
Budget	874,200	865,500	-8,700

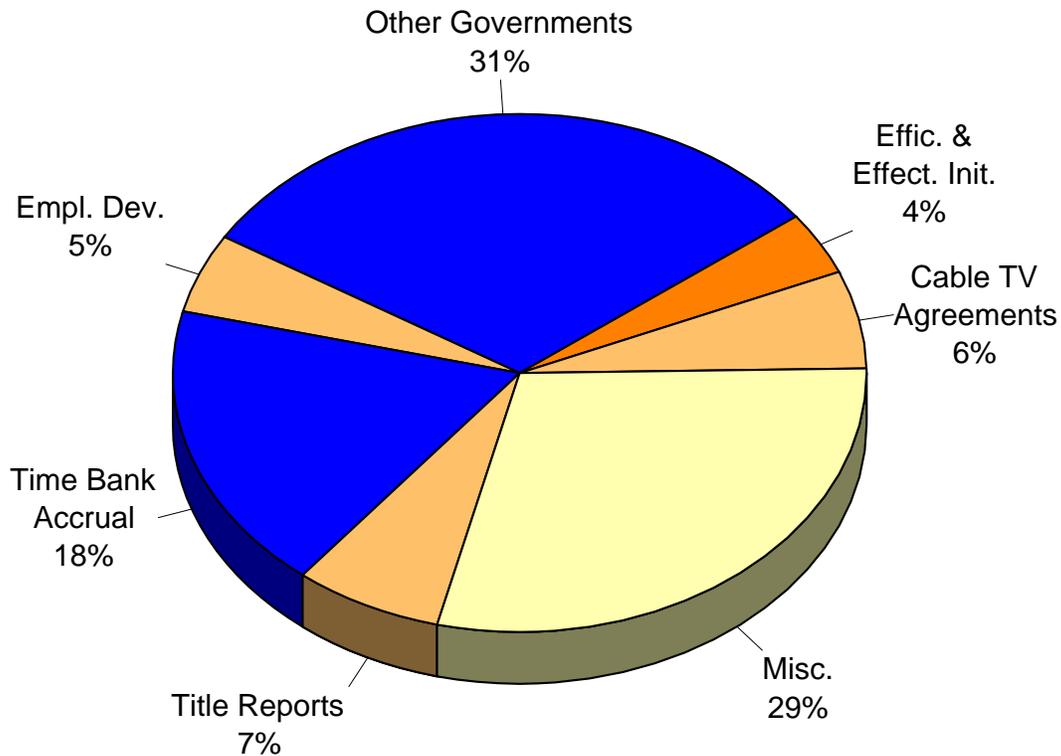
Major Change

Net of all adjustments	-8,700
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**UNDISTRIBUTED EXPENSES
OTHER
EXPENDITURE SUMMARY**

Appropriation by Major Object	<u>Actual 2002-03</u>	<u>Estimated 2003-04</u>	<u>Amended 2003-04</u>	<u>Approved 2004-05</u>
Personnel Expenses	0	0	0	0
Materials & Supplies	0	0	0	0
Services	0	0	0	0
Other	<u>5,091,247</u>	<u>3,061,400</u>	<u>2,800,300</u>	<u>2,944,000</u>
Total	5,091,247	3,061,400	2,800,300	2,944,000

Appropriation by Activity	<u>Actual 2002-03</u>	<u>Estimated 2003-04</u>	<u>Amended 2003-04</u>	<u>Approved 2004-05</u>
Payments to Other Governments	1,091,876	909,700	921,100	921,100
Employee Development	140,908	126,000	150,500	150,500
Cable TV Agreements	165,000	173,300	181,100	182,000
Time Bank Accrual	466,383	400,000	400,000	521,500
Title Reports	213,400	173,400	173,400	203,400
Efficiency & Effectiveness Initiatives	67,600	100,000	100,000	100,000
Services to the City School District	1,200,000	0	0	0
Anti-Drug Enforcement Campaign	500,000	0	0	0
Miscellaneous	<u>1,246,080</u>	<u>1,179,000</u>	<u>874,200</u>	<u>865,500</u>
Total	5,091,247	3,061,400	2,800,300	2,944,000



Contingency provides funds for difficult to project or otherwise unforeseen expenditures. The City Council specifically authorizes each expenditure through a budget transfer to the department incurring the expense.

Year-to-Year Comparison

	<u>Budget</u> 2002-03	<u>Budget</u> 2003-04	<u>Change</u>	<u>Percent</u> <u>Change</u>
Budget	2,441,200	5,982,900	3,541,700	145.1%

Major Change

As proposed by the Mayor:

An allocation is made for difficult to project or unforeseen expenditures, including the incremental costs of pending labor agreements 3,528,500

As amended by City Council:

Funds were transferred from Contingency to: -150,300

– Public Library, Undistributed and Cash Capital for resources for the Community Library

– Police and Undistributed for additional police recruits

– Parks, Recreation & Human Services for swim team, Wordcrafters program, Rochester Philharmonic Orchestra and Maplewood Rose Festival

– Environmental Services for neighborhood events

– Economic Development for industrial development support

Funds were transferred to Contingency from:

– Administration, NET, for the Certificate of Use program 163,500

**CONTINGENCY
EXPENDITURE SUMMARY**

	<u>Actual 2002-03</u>	<u>Estimated 2003-04</u>	<u>Amended 2003-04</u>	<u>Approved 2004-05</u>
Appropriation by Major Object				
Personnel Expenses	0	0	0	0
Materials & Supplies	0	0	0	0
Services	0	0	0	0
Other	<u>0</u>	<u>2,441,200</u>	<u>2,441,200</u>	<u>5,982,900</u>
Total	0	2,441,200	2,441,200	5,982,900
Appropriation by Activity				
General Contingency*	0	2,441,200	2,441,200	5,982,900

*Reflects remaining contingency after amendments. The original 2002-03 contingency was \$7,601,700; in 2003-04 it was \$3,844,800.

The Capital Expense budget finances the construction or reconstruction of facilities and services, the acquisition and replacement of vehicles and equipment, and certain other projects and improvements that provide benefits over a multi-year period. To be included in this budget, a project or item must be consistent with the definition of "capital object or purpose" included in Section 11 of New York State Local Finance Law.

The financing of these capital projects may occur principally through two means. First, a direct appropriation may be made; this type of appropriation is included in the Cash Capital section. Second, funds for the project may be obtained through the issuance of bonds and notes, two forms of borrowing. The subsequent repayment of these borrowed funds and the related interest costs is called "debt service". Appropriations for these expenses are included in the Debt Service section.

To plan for capital expenditures over a period of years and to ensure that equipment replacement and building renovations are made when economically feasible and needed, a Capital Improvement Program (CIP) is prepared anticipating capital investments and their proposed sources of funding for a five year period. The CIP is included in this section as a separate document. The first year's program in each five-year CIP provides the basis for the Cash Capital appropriation and the annual Debt Authorization Plan.

Year-to-Year Comparison

<u>Category</u>	<u>Budget 2003-04</u>	<u>Budget 2004-05</u>	<u>Change</u>	<u>Percent Change</u>
Cash Capital	22,803,500	26,655,500	3,852,000	16.9%
Debt Service	<u>33,886,200</u>	<u>33,312,500</u>	<u>-573,700</u>	-1.7%
Total	56,689,700	59,968,000	3,278,300	5.8%

Major Change CASH CAPITAL

As proposed by the Mayor:

New Projects:

- A change in the reimbursement schedule for New York State Marcheselli Aid requires funds for pre-financing 442,000
- Mechanical system improvements and component upgrades for the City Hall Elevators 365,000
- Fire House exterior and building systems repair and renovation, budgeted as a separate entity by Fire House 318,000

Changes in Existing Projects from 2003-04:

- Jefferson Avenue and Brown Street project reassigned from debt to cash capital; construction is scheduled for 2004-05 1,610,000
- Funding decreases for Refuse Packers and Recycling vehicles in keeping with the replacement cycle, as planned -1,367,000
- Asphalt Milling, Resurfacing and Curb Replacement funding is reassigned to Cash Capital 1,300,000
- Cash Capital Funding for Riverfront Development II (port district construction and amenities) decreases, as planned -1,200,000
- Funding increases for Hazardous Waste Remediation, as planned -758,000
- Funding increases for Police Department Motor Vehicles, as planned 700,000
- Funding declines for Housing Initiatives due to budget constraints -477,000
- Funding increases for Acquisitions and Demolition by Economic Development, as planned 400,000
- Funding increases for payments to the New York State Energy Research and Development Authority for HVAC improvements at various locations, as planned 392,000

CASH CAPITAL*Changes in Existing Projects from 2003-04 (cont.):*

- Funding increases for General Rehabilitation in the Building renovation Program, as planned 389,000
- Installation of anti-contamination locks on fire hydrants is complete, program phases into annual repair and replacement cycle -366,000
- Funding increases for Water Motor Equipment, as planned 348,000

Projects or Project elements that will not recur :

- Application of funds from Water Rate increase to capital purposes -660,700
- One-Time New York State for Port Fuel Facilities received in 2003-04 -421,000
- Funding for the Broad Street project is complete; construction will commence in 2004-05 -373,000
- One-time TraCs grant received in 2003-04 -305,200

Purchasing Power Parity Increments:

- Hazardous Sidewalk replacement 28,000
- Water Main Cleaning and Lining 19,000
- Annual Bridge Maintenance program 6,000

DEBT SERVICE

Expenditures decrease in accordance with debt repayment schedules -573,700

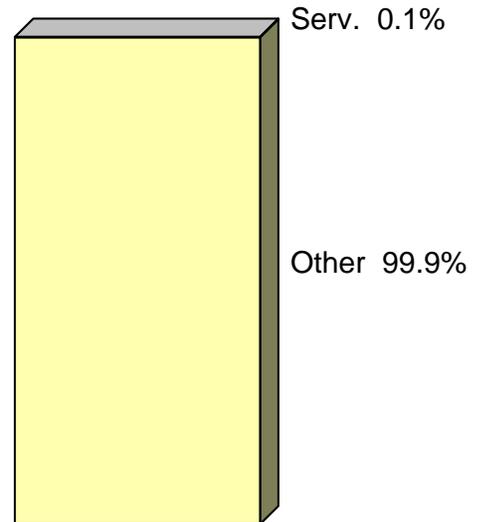
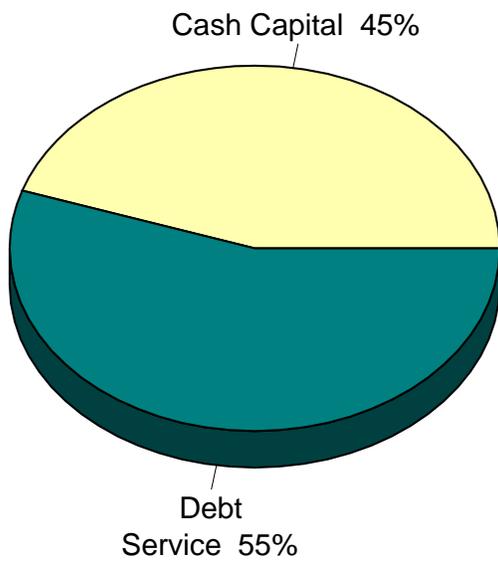
As amended by City Council:

CASH CAPITAL

The allocation for trail development was reduced -137,500
 The allocation for Library materials was increased 30,000

CAPITAL EXPENSE EXPENDITURE SUMMARY

	<u>Actual</u> <u>2002-03</u>	<u>Estimated</u> <u>2003-04</u>	<u>Amended</u> <u>2003-04</u>	<u>Approved</u> <u>2004-05</u>
Appropriation by Major Object				
Personnel Expenses	0	0	0	0
Materials & Supplies	0	0	0	0
Services	39,400	39,400	39,400	39,400
Other	<u>57,081,800</u>	<u>56,650,300</u>	<u>56,650,300</u>	<u>59,928,600</u>
Total	<u>57,121,200</u>	<u>56,689,700</u>	<u>56,689,700</u>	<u>59,968,000</u>
Appropriation by Activity				
Cash Capital	22,505,800	22,803,500	22,803,500	26,655,500
Debt Service	<u>34,615,400</u>	<u>33,886,200</u>	<u>33,886,200</u>	<u>33,312,500</u>
Total	<u>57,121,200</u>	<u>56,689,700</u>	<u>56,689,700</u>	<u>59,968,000</u>



**CAPITAL EXPENSE
CASH CAPITAL**

TRANSPORTATION

The Transportation category includes the following ongoing infrastructure rehabilitation programs:

- Arterial Improvements
- Asphalt Milling, Resurfacing and Curb Replacement
- Residential Street Rehabilitation
- Residential Street Treatment
- Hazardous Sidewalk Program
- Street Planning and Design
- Bridge Improvement Program
- Bridge Reconstruction and Rehabilitation

Funding in this category includes utility work done together with street improvement projects.

Year-to-Year Comparison

<u>2003-04</u>	<u>2004-05</u>	<u>Change</u>
2,916,000	6,246,000	3,330,000

Major Change

New Programs:

- | | |
|--|---------|
| ● A change in the reimbursement schedule for New York State Marcheselli Aid requires funds for pre-financing | 442,000 |
| ● Funding commences for the Culver Road project | 57,000 |

Changes in Existing Projects from 2003-04:

- | | |
|---|-----------|
| ● Jefferson Avenue and Brown Street project reassigned from debt to cash capital; construction is scheduled for 2004-05 | 1,610,000 |
| ● Asphalt Milling, Resurfacing and Curb Replacement funding is reassigned to Cash Capital | 1,300,000 |
| ● Funding commences for the Joseph Avenue project, as planned | 250,000 |
| ● Street Treatment funds reduced due to a variation in the funding cycle during 2004-05 | -240,000 |
| ● Funding commences for the Atlantic Avenue project, as planned | 150,000 |
| ● Residential Street Rehabilitation cash capital funding is reassigned to debt | -140,000 |
| ● Funding commences for the Hollenbeck Street project, as planned | 140,000 |
| ● Funding commences for the Verona Street project, as planned | 134,000 |
| ● Funding commences for the Norton Street project, as planned | 57,000 |
| ● Funding commences for the Mt Hope/East Henrietta Road project, combined from two previously independent projects. Construction is scheduled for 2008-09 | 32,000 |
| ● Funding commences for the Smith Street Project, as planned | 25,000 |

Projects or Project Elements that will not recur:

- | | |
|---|----------|
| ● Funding for the Broad Street project is complete; construction will commence in 2004-05 | -373,000 |
| ● Funding for the West Ridge Road project is complete | -146,000 |
| ● Funding for the Lexington Avenue project is complete | -5,000 |

Purchasing Power Parity Increments

- Hazardous Sidewalk replacement 28,000
- Annual Bridge Maintenance program 6,000
- Sidewalk Ramp installation 3,000

WATER SYSTEM

The Water System category encompasses both the supply and distribution systems, which provide safe and reliable sources of water to the City. Improvements funded in this category include the cleaning and lining of water mains; replacement of hydrants, valves and meters; and conduit and watershed improvements.

Year-to-Year Comparison

	<u>2003-04</u>	<u>2004-05</u>	<u>Change</u>
	3,178,700	2,810,000	-368,700

Major Change

New Programs:

- Development of GIS-based computer system for system infrastructure analysis as well as repair and replacement of aged components 300,000

Changes in Existing Projects from 2003-04:

- Installation of anti-contamination locks on fire hydrants is complete, program phases into annual repair and replacement cycle -366,000
- Funding for the Reservoir study is complete, funding for reservoir equipment is added -365,000
- Vault replacement program funding increases due to the expense of the work scheduled for 2004-05, as planned 210,000
- Funding increases for Hydrant and Valve Replacement due to a significant increase in the cost of hydrants and the reassignment of some costs from the operating budget 172,000
- Funding increases for Water Meter Replacement due to a need to replenish stocks and maintain a larger inventory 130,000
- Water Security funding returns as an independent program 130,000
- Funding increases for Conduit Streambed and Bank Erosion, as planned; however, some planned projects are deferred 60,000
- Funding for improvements to the Holly System is reassigned from debt to cash capital 15,000
- Funding for Filtration Plan and related improvements is allocated to more specific designations; some projects are deferred -15,000

Projects or Project Elements that will not recur:

- Application of funds from Water Rate increase to capital purposes -660,700

Purchasing Power Parity Increments

- Water Main Cleaning and Lining 19,000
- Water Land Acquisition 1,000
- Annual Conduit and Valve Repair 1,000

**CAPITAL EXPENSE
CASH CAPITAL**

PUBLIC SAFETY

The Public Safety category finances the replacement program for equipment used by the Police, Fire, and Emergency Communications units.

Year-to-Year Comparison

<u>2003-04</u>	<u>2004-05</u>	<u>Change</u>
2,448,700	3,854,000	1,405,300

Major Change

New Programs

- Fire House exterior and building systems repair and renovation, budgeted as a separate entity by Fire House 318,000
- Replacement and upgrade of Self-Contained Breathing Apparatus used by Fire Fighters 143,000
- Purchase of selected street lights based on savings and payback periods 135,000

Changes in Existing Projects from 2003-04:

- Funding increases for Police Department Motor Vehicles, as planned 700,000
- Reimbursement to Monroe County for expenses associated with services provided in conjunction with the County's acquisition of the old Public safety Building, as planned 250,000
- Funding increases for Fire Department apparatus and other vehicles at a less than planned level 235,000
- Funding decreases for Fire Department Small Equipment as a one-year economy measure -128,000
- Funding for Centralized Records Management in the Police Department is reassigned from debt to cash capital 100,000
- Funding decreases for Police Department Small Equipment as a one-year economy measure -30,000
- Funding increases for Emergency Communications Small Equipment, as planned 30,000
- Funding decreases for Centralized Records Management in the Fire Department, as planned -25,000
- Funding decreases for Emergency Communications Facility Renovation, as planned -12,000

Projects or Project Elements that will not recur:

- One-time TRACS grant received in 2003-04 -305,200
- One-time grants for Animal Control equipment received in 2003-04 -6,500

Purchasing Power Parity Increments:

- Project Uplift Street Lighting 1,000

RECREATION & CULTURE

This category includes equipment replacement and facility improvements for parks, cemeteries, recreation centers, and the Community Library.

Year-to-Year Comparison

<u>2003-04</u>	<u>2004-05</u>	<u>Change</u>
1,438,100	1,658,500	220,400

Major Change

**CAPITAL EXPENSE
CASH CAPITAL**

As proposed by the Mayor:

New Projects:

- Lyell Avenue Branch Library expansion 300,000
- HVAC upgrades at the Winton Road and Arnett Blvd Branch Libraries 113,000
- Funding commences for additional Columbarium space at the Cemeteries 19,900

Changes in Existing Projects from 2003-04:

- Funding for Trails resumes, as planned 250,000
- Improvements at Charles Carroll Park are deferred -200,000
- Cash Capital funding increases for General Parks and Recreation repair and renovation 150,000
- Funding decreases for High Falls as a one-year economy measure -100,000
- Funding decreases for War Memorial Small Equipment and funds are reassigned to related purpose in the operating budget -70,000
- Funding decreases for traditional library materials as a one-time economy measure -41,000
- Funding decreases for Recreation Motor Equipment as a one-year economy measure -35,000
- Funding decreases for Cemeteries Motor Equipment -1,000

Projects or Project Elements that will not recur:

- One-time grant for improvements at the Genesee Valley Park baseball fields received in 2003-04 -60,000
- One-time grant for improvements at the River Rapids Cemetery received in 2003-04 -5,000

Purchasing Power Parity Increments:

- Cemeteries Standard Allocations 2,000
- DPRHS Small Equipment 2,000
- Central Library Heating, Ventilating and Air Conditioning 1,000
- War Memorial Standard Allocations 1,000
- Public Market Annual Allocation 1,000

As amended by City Council:

- The allocation for trail development was reduced -137,500
- The allocation for Library materials was increased 30,000

GENERAL CITY DEVELOPMENT

Projects to preserve and enhance the employment and tax bases of the City are included in this category.

Year-to-Year Comparison

<u>2003-04</u>	<u>2004-05</u>	<u>Change</u>
5,774,000	4,177,000	-1,597,000

**CAPITAL EXPENSE
CASH CAPITAL**

Major Change*Changes in Existing Projects from 2003-04:*

- Cash Capital Funding for Riverfront Development II (port district construction and amenities) decreases, as planned -1,200,000
- Funding declines for Housing Initiatives due to budget constraints -477,000
- Funding increases for Acquisitions and Demolition by Economic Development, as planned 400,000
- Funding for the Challenged Street program is not provided in 2004-05 as sufficient funds exist to carry the program until 2005-06 -250,000

Changes in Existing Projects from 2003-04 (cont.):

- Funding increases for Demolitions managed by the Department of Community Development, as planned 200,000
- Funding increases for Municipal Garage Renovations, as planned 109,000
- Funding increases more than planned for Parking Meters, due to a need for more inventory and higher unit costs 41,000

Projects or Project Elements that will not recur:

- One-time New York State for Port Fuel Facilities received in 2003-04 -421,000

Purchasing Power Parity Increments:

- Downtown Street scape 1,000

FACILITIES & EQUIPMENT

Municipal facilities are maintained through annual renovation programs for roofs, windows, electrical and mechanical systems, safety features, fuel stations, parking areas, and general structures. Specific improvements are scheduled in each program; in addition, separate allocations are provided for unique facilities.

The General Equipment subcategory consists of the ongoing replacement programs for general office equipment, non-motorized field equipment, and information processing systems.

The Motor Equipment subcategory provides funds for the scheduled replacement of heavy and light motor equipment and sedans for Administration, Finance, Community Development, Economic Development, and Environmental Services. Motor Equipment for Parks, Recreation and Human Services and Community Library and Police, Fire, and Emergency Communications are funded in the Recreation/Culture and Public Safety categories, respectively.

Year-to-Year Comparison

<u>2003-04</u>	<u>2004-05</u>	<u>Change</u>
7,048,000	7,910,000	862,000

CAPITAL EXPENSE
CASH CAPITAL

15-9

Major Change

New Projects:

- Mechanical system improvements and component upgrades for the City Hall Elevators 365,000
- Purchase of an emergency generator for the DES Operations Center 195,000
- Funding commences for the rehabilitation of the Refuse garage on Colfax Street 40,000

Changes in Existing Projects from 2003-04:

- Funding decreases for Refuse Packers and Recycling vehicles in keeping with the replacement cycle, as planned -1,367,000
- Funding increases for Hazardous Waste Remediation, as planned 758,000
- Funding increases for DES Motor Equipment purchases from the General Fund, as planned 443,000
- Funding increases for payments to the New York State Energy Research and Development Authority for HVAC improvements at various locations, as planned 392,000
- Funding increases for General Rehabilitation in the Building renovation Program, as planned 389,000

Changes in Existing Projects from 2003-04 (cont.):

- Funding increases for Water Motor Equipment, as planned 348,000
- Funding decreases for centralized computer network infrastructure upgrades, as planned -300,000
- Funding decreases for Tree Maintenance as New York State funding is sought for this program -280,000
- Funding increases for Refuse Small Equipment, as planned 191,000
- Funding commences for a standard allocation for maintenance and repair as the DES Operations Center, as planned 115,000
- Funding for city-wide security initiatives is reassigned from debt to cash capital 100,000
- Funding decreases for Municipal Parking Motor Vehicles, as planned -50,000
- Funding decreases for Office Equipment city-wide due to budget constraints -46,000
- Funding decreases for Community Development Motor Equipment, as planned -36,000
- Funding decreases for Water Bureau Small Equipment, as planned -29,000
- Funding decreases for Municipal Parking Small Equipment, as planned -14,000
- Funding increases for Parks, Recreation, and Human Services office equipment, as planned 12,000
- Funding increases for Motor Vehicles funded by Local Works, as planned 9,000
- Funding increases for Refuse Office Equipment, as planned 4,000

Projects or Project Elements that will not recur:

- Technology Initiatives (pilot projects and one-time funding), as planned -250,000
- Court Facilities Improvements funding is complete -65,000
- One-time funding for NET Office improvements resulting from a relocation -63,000

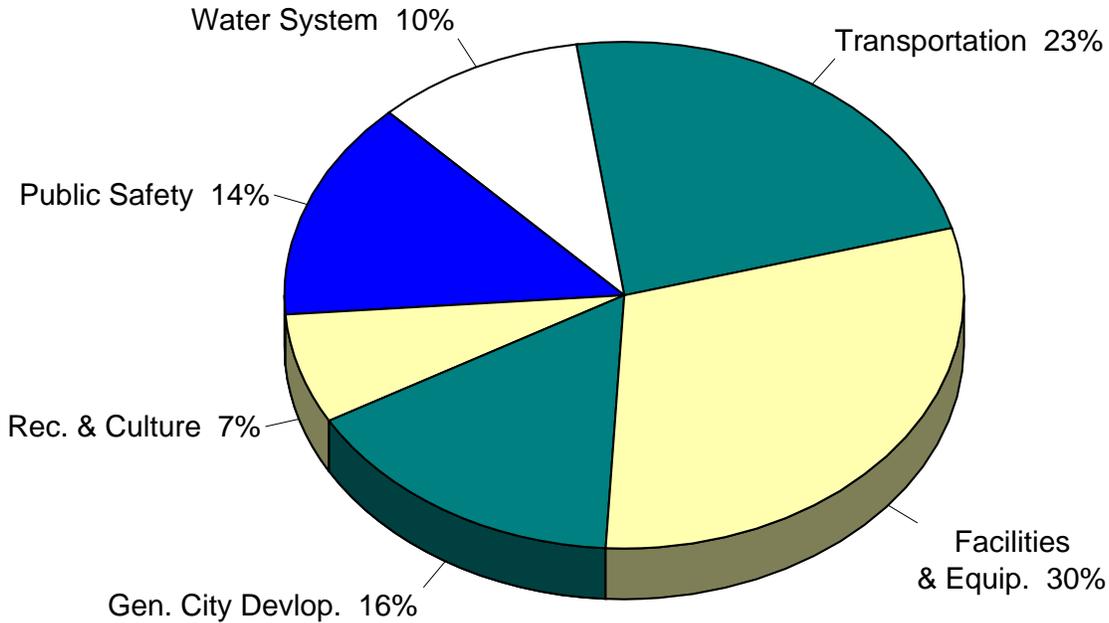
Purchasing Power Parity Increments:

- City Hall Annual Allocation 1,000

**CAPITAL EXPENSE
CASH CAPITAL
EXPENDITURE SUMMARY**

	Actual <u>2002-03</u>	Estimated <u>2003-04</u>	Amended <u>2003-04</u>	Approved <u>2004-05</u>
Appropriation by Major Object				
Personnel Expenses	0	0	0	0
Materials & Supplies	0	0	0	0
Services	0	0	0	0
Other	<u>22,505,800</u>	<u>22,803,500</u>	<u>22,803,500</u>	<u>26,655,500</u>
Total	22,505,800	22,803,500	22,803,500	26,655,500

Appropriation by Activity				
Transportation	3,527,700	2,916,000	2,916,000	6,246,000
Water System	1,964,000	3,178,700	3,178,700	2,810,000
Public Safety	2,949,000	2,448,700	2,448,700	3,854,000
Recreation & Culture	2,796,000	1,438,100	1,438,100	1,658,500
General City Development	4,992,000	5,774,000	5,774,000	4,177,000
Facilities & Equipment	<u>6,277,100</u>	<u>7,048,000</u>	<u>7,048,000</u>	<u>7,910,000</u>
Total	22,505,800	22,803,500	22,803,500	26,655,500



**CAPITAL EXPENSE
DEBT SERVICE**

PRINCIPAL PAYMENT

Principal payments consist of annual installment payments on long-term borrowing (Serial Bonds), Tax Repayment Fund, and short-term borrowing (Bond Anticipation Notes).

Year-to-Year Comparison

	<u>2003-04</u>	<u>2004-05</u>	<u>Change</u>
Serial Bonds & Tax Repayment Fund	20,428,500	22,253,400	1,824,900
Bond Anticipation Notes	<u>6,159,000</u>	<u>3,432,800</u>	<u>-2,726,200</u>
Total	26,587,500	25,686,200	-901,300

INTEREST PAYMENT

This category consists of annual payments of interest on long-term borrowing (Serial Bonds), Tax Repayment Fund, and short-term borrowing (Bond Anticipation Notes).

Year-to-Year Comparison

	<u>2003-04</u>	<u>2004-05</u>	<u>Change</u>
Serial Bonds & Tax Repayment Fund	5,840,000	6,272,400	432,400
Bond Anticipation Notes	<u>1,458,700</u>	<u>1,353,900</u>	<u>-104,800</u>
Total	7,298,700	7,626,300	327,600

The following table illustrates the actual rates on borrowing contracted by the City during 2003-04. Rates vary with the type of borrowing, size of the issue, and general market conditions.

<u>Date</u>	<u>Type of Issue</u>	<u>Interest Rate</u>
September, 2003	Bonds	2.96
October, 2003	Bond Anticipation Notes	2.00
October, 2003	Revenue Anticipation Notes	2.00
March, 2004	Bond Anticipation Notes	2.00
March, 2004	Bonds - Series A	3.50
March, 2004	Bonds - Series B	3.55

CAPITAL EXPENSE
DEBT SERVICE

Statement of Indebtedness - June 30, 2004

<u>Category</u>	<u>Bonds</u>	<u>Notes</u>	<u>Total</u>
General	102,055,985	34,480,458	136,536,443
Sewer*	6,860,000	1,470,000	8,330,000
Water	27,449,015	5,470,900	32,919,915
School	<u>133,017,122</u>	<u>33,313,642</u>	<u>166,330,764</u>
	269,382,122	74,735,000	344,117,122
Less:			
Items not subject to Constitutional Limit:			
-Sewer (partial)			2,640,000
-Water			32,857,400
Constitutional Debt			308,619,722
Constitutional Debt Limit			<u>431,040,175</u>
(equal to 9% of the most recent five year average full assessed value)			
Debt Contracting Margin			122,420,453

*\$2,955,000 to be reimbursed by Monroe County Pure Waters

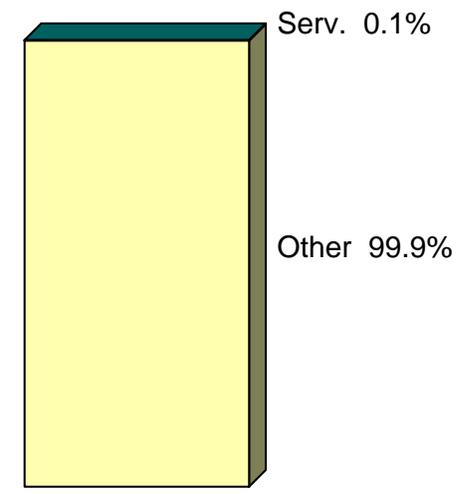
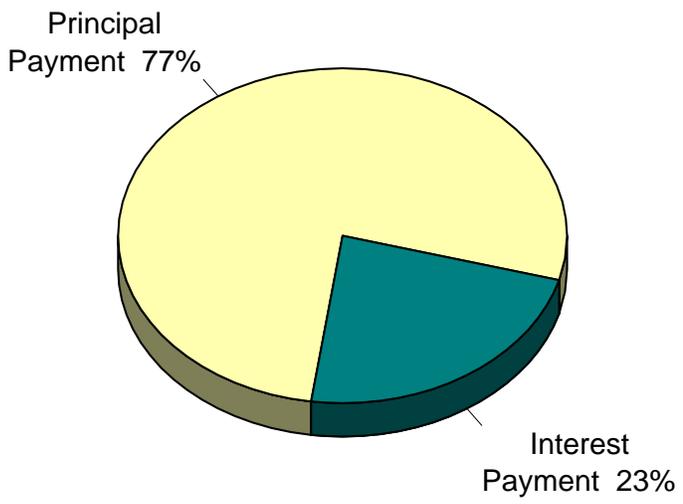
CAPITAL EXPENSE
DEBT SERVICE

BOND DEBT MATURITIES (Principal, All Funds)
JUNE 30, 2004

<u>Fiscal Year</u>	<u>City</u>	<u>School</u>	<u>Total</u>
2004-05	21,000,000	18,789,887	39,789,887
2005-06	18,390,000	13,552,887	31,942,887
2006-07	14,180,000	13,844,225	28,024,225
2007-08	11,300,000	12,112,493	23,412,493
2008-09	8,750,000	8,111,075	16,861,075
2009-10	7,170,000	6,721,393	13,891,393
2010-11	6,070,000	5,991,392	12,061,392
2011-12	5,155,000	5,963,370	11,118,370
2012-13	4,525,000	5,356,400	9,881,400
2013-14	4,060,000	5,145,000	9,205,000
2014-15	3,910,000	5,233,000	9,143,000
2015-16	3,515,000	5,240,000	8,755,000
2016-17	2,925,000	4,899,000	7,824,000
2017-18	2,495,000	4,731,000	7,226,000
2018-19	2,495,000	4,809,000	7,304,000
2019-20	2,495,000	4,362,000	6,857,000
2020-21	2,500,000	3,545,000	6,045,000
2021-22	2,490,000	2,155,000	4,645,000
2022-23	2,480,000	985,000	3,465,000
2023-24	2,175,000	1,035,000	3,210,000
2024-25	2,145,000	435,000	2,580,000
2025-26	1,655,000		1,655,000
2026-27	1,530,000		1,530,000
2027-28	805,000		805,000
2028-29	625,000		625,000
2029-30	675,000		675,000
2030-31	680,000		680,000
2030-32	170,000		170,000
TOTAL	<u>136,365,000</u>	<u>133,017,122</u>	<u>269,382,122</u>

**CAPITAL EXPENSE
DEBT SERVICE
EXPENDITURE SUMMARY**

	Actual <u>2002-03</u>	Estimated <u>2003-04</u>	Amended <u>2003-04</u>	Approved <u>2004-05</u>
Appropriation by Major Object				
Personnel Expenses	0	0	0	0
Materials & Supplies	0	0	0	0
Services	39,400	39,400	39,400	39,400
Other	<u>34,576,000</u>	<u>33,846,800</u>	<u>33,846,800</u>	<u>33,273,100</u>
Total	34,615,400	33,886,200	33,886,200	33,312,500
Appropriation by Activity				
Principal Payment	26,039,500	26,587,500	26,587,500	25,686,200
Interest Payment	<u>8,575,900</u>	<u>7,298,700</u>	<u>7,298,700</u>	<u>7,626,300</u>
Total	34,615,400	33,886,200	33,886,200	33,312,500





Capital Improvement Program

2004–05 through 2008–09
City of Rochester, New York
July 1, 2004

CITY OFFICIALS

City Council

Lois J. Giess (East District)

President

Gladys Santiago (At-Large)

Vice President

Brian F. Curran (At-Large)

Benjamin L. Douglas (Northeast District)

Tim O. Mains (At-Large)

Adam C. McFadden (South District)

Wade S. Norwood (At-Large)

William F. Pritchard (At-Large)

Robert J. Stevenson (Northwest District)

Mayor

William A. Johnson, Jr.

Deputy Mayor

Jeffrey T. Carlson

Bureau of Budget & Efficiency

William J. Ansbro, Director of Budget & Efficiency

Staff

William M. Ouzer, Assistant to Director of
Budget & Efficiency

2004-05 TO 2008-09 CAPITAL IMPROVEMENT PROGRAM

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Program by Category Section

Transportation	1
Water System	2
Public Safety	3
Recreation and Culture	4
General City Development	5
Facilities and Equipment	6

2004-05 TO 2008-09 CAPITAL IMPROVEMENT PROGRAM

INTRODUCTION

CAPTIAL EXPENDITURES

The Capital Improvement Program (CIP) is a financing plan for the construction or reconstruction of facilities and services, the acquisition and replacement of vehicles and equipment, and certain other projects and improvements that provide benefits over a multi-year period. To be included in the capital program,, a project or item must be consistent with the definition of ‘capital object or purpose’ included in Section 11 of the New York State Local Finance Law.

The financing of capital projects may occur through three means. First, a direct appropriation may be made; this type of appropriation is known as ‘cash capital’. Second, funds for projects may be obtained through the issuance of bonds and notes, two forms of debt. The subsequent repayment of this debt and related interest costs is called ‘debt service’. Funding for repayment of debt is included in the Debt Service allocation of the annual operating budget. Third, full or partial funding for some objects is obtained from outside agencies.

CIP DOCUMENT

This document represents a five-year capital investment program organized in three parts.

The first part is a financial summary overview of the recommended program. Categories, funding sources and Departments are summarized in this section.

The second part presents the project detail organized by six functional program types: Transportation, Water System, Public Safety, Recreation and Culture, General City Development and Facilities and Equipment. Each of these types is divided into Categories (e.g. G-7 Port of Rochester). Categories may contain one or more programs (e.g. G-7 Port of Rochester, Transient Marina Facilities).

Each category type is prefaced by a narrative description, a listing of new programs, program changes and a table displaying support for the campaigns of Rochester 2010: The Renaissance Plan by program. Programs may serve a number of campaigns. Association with one or more can campaign references the principal outcomes of the program which may have second-order effects on other campaigns as well.

Each program is described along with its cost and funding source for each year of the plan.

ROCHESTER 2010: THE RENAISSANCE PLAN

The City of Rochester's Comprehensive Plan (Rochester 2010: The Renaissance Plan) includes eleven Renaissance Campaigns providing new directions and priorities that the City will embrace as it moves into the 21st century. Rochester 2010: The Renaissance Plan was adopted by City Council on April 13, 1999. Following are the policy statements for each campaign.

Specific goal statements and additional material for each campaign are included in the complete Comprehensive Plan document, which explains plan implementation and monitoring as well as more specific land use, zoning or development issues. The full plan and supporting material is available for viewing at all City libraries or can be seen on the plan website at www.ci.rochester.ny.us/rochester/2010htm.

Campaign One: Involved Citizens

It is the policy of our city to engage the widest array of our citizens in the safety, upkeep and renewal of our neighborhoods and community, to provide opportunities for citizens to work together to plan for their collective future and to take actions to realize that future, to celebrate the positive aspects of community life and to support citizens taking responsibility for using these opportunities to enhance their community.

Campaign Two: Educational Excellence

It is the policy of our city to support the highest quality educational and job-training opportunities for our citizens on a life-long basis, to promote and support our public schools as a focal point of neighborhood activity and pride, and to encourage our citizens to take responsibility for using these opportunities to educate and and prepare themselves for work, careers and responsible citizenship.

Campaign Three: Health, Safety and Responsibility

It is the policy of our city to support our citizens and families in leading healthy, safe, productive and self-determined lives. We support our citizens taking responsibility for helping to improve the health, safety and welfare of themselves and those around them; developing and maintaining safe, clean, attractive neighborhoods that are free from public disorder and nuisances; and, recognizing and celebrating examples of good citizenship and personal responsibility.

Campaign Four: Environmental Stewardship

It is the policy of our city to maintain and enhance, through individual and collective efforts of our citizens, businesses and governments, the overall quality of our environmental assets and resources (air, land and water quality) our community's three great waterways (Lake Ontario, the Genesee River and the Erie Canal), our unique and historic parks systems, our open space areas and urban forest and our clean neighborhood environments.

Campaign Five: Regional Partnership

It is the policy of our city to promote the concept of Rochester as the economic, social, cultural, transportation and institutional center of our county and region. We will seek out opportunities to plan and communicate effectively and work together with other governments to develop solutions to our common problems, in a way that recognizes a collaborative neighborhood/regional/global perspective rather than a city/state/nation perspective.

ROCHESTER 2010: THE RENAISSANCE PLAN

Campaign Six: Economic Vitality

It is the policy of our city to promote an environment in which businesses can develop and flourish; to develop a diverse local economy that supports quality jobs, produces new goods, service and technological innovations and high-quality business and personal services; and to create a highly skilled workforce that embraces creativity and our rich entrepreneurial spirit. We will also promote and pursue the management of our community identity as a world-class city in which to do business, as well as a highly desirable place to live, work and visit.

Campaign Seven: Quality Service

It is the policy of our city to provide high-quality services, programs, information and infrastructure to our citizens in a way that is efficient, affordable, accountable and takes into account the diverse needs of our citizens, builds trust and understanding, is based on communication, partnership and collaboration, and, where appropriate, reduces demand for those services by encouraging citizen self-sufficiency.

Campaign Eight: Tourism Destination

It is the policy of our city to promote recognition of our city and region as a tourism destination that embraces a broad range of four-season tourist attractions centered on our unique waterfront resources, recognizing especially the centrality of the Genesee River to the life of our community, along with arts, cultural, sports and entertainment facilities as well as our reputation as a supportive and innovative community, in a way that contributes to our community's local and national image as well as its economic vitality and growth.

Campaign Nine: Healthy Urban Neighborhoods

It is the policy of our city to support a system of unique, vital, inter-connected urban neighborhoods which provide a variety of housing choice, accessible goods and services in a village-like setting, pedestrian friendly environments, appropriate transit and parking facilities and access to park, recreation, environmental and cultural amenities.

Campaign Ten: Center City

It is the policy of our city to pursue recognition and development of our downtown as the region's 'Center City' to include an exciting mix of housing, specialty retail and services, restaurants, arts and cultural venues, entertainment and night-life. We will also encourage the marketing of our Center City as the economic and cultural core of our region and its recognition by both citizens and visitors as being safe, vital and exciting.

Campaign Eleven: Arts and Culture

It is the policy of our city to support and promote arts and cultural events, activities and institutions in a way that establishes our city as a world-class cultural center, contributes to our community's life, vitality and growth and promotes citizen and business partnerships in using those resources to create economic development and community pride.

FY 2005-09

SUMMARY BY FUNDING SOURCE (000s)

CAPITAL IMPROVEMENT PROGRAM

	2004-05	2005-06	2006-07	2007-08	2008-09	Total
CDBG	1,125	0	0	0	0	1,125
Monroe County Traffic	334	385	321	175	180	1,395
Federal	1,416	29,743	0	115	0	31,274
General Debt	15,449	26,727	20,857	11,744	16,370	91,147
Library Debt	0	1,600	0	0	0	1,600
Monroe County	900	1,225	1,148	2,225	1,290	6,788
New York State	527	4,334	0	22	400	5,283
Parking Debt	0	0	500	0	1,500	2,000
Public Market Debt	0	300	300	0	0	600
Private	0	1,000	0	0	0	1,000
Pure Waters	649	1,103	1,049	658	1,067	4,526
REDCO	3,700	0	0	0	0	3,700
Water Debt	6,255	6,532	6,628	5,050	7,526	31,991
General Cash Capital	17,690	18,897	17,101	19,552	17,964	91,204
Cemetery Cash Capital	247	257	253	277	291	1,325
Library Cash Capital	854	969	723	599	628	3,773
Local Works Cash Capital	2,076	3,435	1,531	3,842	2,135	13,019
Parking Cash Capital	545	715	685	654	704	3,303
Public Market Cash Capital	23	25	27	29	31	135
Refuse Cash Capital	1,398	4,209	4,595	2,937	1,999	15,138
Water Cash Capital	3,380	3,210	2,929	2,645	3,151	15,315
War Memorial Cash Capital	78	124	127	129	132	590
Grand Total	<i>56,646</i>	<i>104,790</i>	<i>58,774</i>	<i>50,653</i>	<i>55,368</i>	<i>326,231</i>

**FY 2005-09
CAPITAL IMPROVEMENT
PROGRAM**

Category Summary

		<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>TOTAL</u>
Facilities and Equipment							
General Cash Capital		4,936	4,720	4,185	5,205	3,384	22,430
General Debt		1,150	3,100	5,750	5,200	0	15,200
Local Works Cash Capital		1,116	2,446	512	2,792	1,054	7,920
New York State		286	0	0	0	400	686
Parking Cash Capital		50	101	51	1	31	234
Refuse Cash Capital		1,398	4,209	4,595	2,937	1,999	15,138
Water Cash Capital		410	750	648	356	737	2,901
Facilities and Equipment	Total	9,346	15,326	15,741	16,491	7,605	64,509
General City Development							
CDBG		1,125	0	0	0	0	1,125
Federal		507	9,053	0	0	0	9,560
General Cash Capital		3,682	4,235	4,238	4,441	4,644	21,240
General Debt		8,549	8,280	300	0	1,700	18,829
New York State		71	454	0	0	0	525
Parking Cash Capital		495	614	634	653	673	3,069
Parking Debt		0	0	500	0	1,500	2,000
General City Development	Total	14,429	22,636	5,672	5,094	8,517	56,348
Public Safety							
General Cash Capital		3,604	4,655	3,538	4,177	4,522	20,496
General Debt		0	4,100	6,550	100	100	10,850
REDCO		3,700	0	0	0	0	3,700
Public Safety	Total	7,304	8,755	10,088	4,277	4,622	35,046

Category Summary 2005-09 CIP		<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>TOTAL</u>
Public Safety Building							
General Cash Capital		250	0	0	0	0	250
Public Safety Building	Total	250	0	0	0	0	250
Recreation and Culture							
Cemetery Cash Capital		247	257	253	277	291	1,325
General Cash Capital		426	864	891	1,011	1,039	4,231
General Debt		1,100	3,000	2,750	2,750	3,750	13,350
Library Cash Capital		854	969	723	599	628	3,773
Library Debt		0	1,600	0	0	0	1,600
Private		0	1,000	0	0	0	1,000
Public Market Cash Capital		23	25	27	29	31	135
Public Market Debt		0	300	300	0	0	600
War Memorial Cash Capital		78	124	127	129	132	590
Recreation and Culture	Total	2,728	8,139	5,071	4,795	5,871	26,604
Transportation							
Federal		909	20,690	0	115	0	21,714
General Cash Capital		4,792	4,423	4,249	4,718	4,375	22,557
General Debt		4,650	8,247	5,507	3,694	10,820	32,918
Local Works Cash Capital		960	989	1,019	1,050	1,081	5,099
Monroe County		900	1,225	1,148	2,225	1,075	6,573
Monroe County Traffic		334	385	321	175	395	1,610
New York State		170	3,880	0	22	0	4,072
Pure Waters		649	1,103	1,049	658	1,067	4,526
Water Cash Capital		160	135	55	203	39	592
Water Debt		2,480	2,429	2,153	1,203	3,812	12,077
Transportation	Total	16,004	43,506	15,501	14,063	22,664	111,738

Category Summary 2005-09 CIP		<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>TOTAL</u>
Water System							
Water Cash Capital		2,810	2,325	2,226	2,086	2,375	11,822
Water Debt		3,775	4,103	4,475	3,847	3,714	19,914
Water System	Total	6,585	6,428	6,701	5,933	6,089	31,736
	Grand Total	56,646	64,790	58,774	50,653	55,368	326,231

**FY 2005-09
CAPITAL IMPROVEMENT
PROGRAM**

Department Summary

		<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>TOTAL</u>
Administration							
General Cash Capital		5	17	17	17	17	73
Administration	Total	5	17	17	17	17	73
Community Development							
CDBG		1,125	0	0	0	0	1,125
General Cash Capital		2,450	2,412	2,412	2,412	2,412	12,098
General Debt		542	0	0	0	0	542
Community Development	Total	4,117	2,412	2,412	2,412	2,412	13,765
Economic Development							
General Cash Capital		1,200	1,200	1,400	1,600	1,800	7,200
General Debt		0	0	300	0	1,700	2,000
Parking Cash Capital		545	715	685	654	704	3,303
Parking Debt		0	0	500	0	1,500	2,000
Economic Development	Total	1,745	1,915	2,885	2,254	5,704	14,503
Emergency Communications Department							
General Cash Capital		60	140	30	55	30	315
Emergency Communications	Total	60	140	30	55	30	315

Department Summary 2005-09 CIP		<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>TOTAL</u>
Environmental Services							
Federal		1,416	24,068	0	115	0	25,599
General Cash Capital		9,613	8,747	7,975	9,367	7,142	42,844
General Debt		5,800	11,734	11,257	8,894	10,820	48,505
Local Works Cash Capital		2,076	3,435	1,531	3,842	2,135	13,019
Monroe County		900	1,225	1,148	2,225	1,075	6,573
Monroe County Traffic		334	385	321	175	395	1,610
New York State		241	4,334	0	22	0	4,597
Pure Waters		649	1,103	1,049	658	1,067	4,526
Refuse Cash Capital		1,398	4,209	4,595	2,937	1,999	15,138
Water Cash Capital		3,380	3,210	2,929	2,645	3,151	15,315
Water Debt		6,255	6,532	6,628	5,050	7,526	31,991
Environmental Services	Total	32,062	68,982	37,433	35,930	35,310	209,717
Finance							
General Cash Capital		400	578	635	727	747	3,087
Finance	Total	400	578	635	727	747	3,087
Fire							
Federal		0	475	0	0	0	475
General Cash Capital		1,065	2,037	1,443	2,128	2,468	9,141
General Debt		0	4,100	3,350	100	100	7,650
Fire	Total	1,065	6,612	4,793	2,228	2,568	17,266
Library							
Library Cash Capital		854	969	723	599	628	3,773
Library Debt		0	1,600	0	0	0	1,600
Library	Total	854	2,569	723	599	628	5,373

Department Summary 2005-09 CIP		<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>TOTAL</u>
NET							
General Cash Capital		0	400	200	200	200	1,000
NET	Total	0	400	200	200	200	1,000
Parks, Recreation & Human Services							
Cemetery Cash Capital		247	257	253	277	291	1,325
General Cash Capital		364	950	987	1,116	1,189	4,606
General Debt		1,100	3,000	2,750	2,750	3,750	13,350
New York State		286	0	0	0	400	686
Private		0	1,000	0	0	0	1,000
Public Market Cash Capital		23	25	27	29	31	135
Public Market Debt		0	300	300	0	0	600
War Memorial Cash Capital		78	124	127	129	132	590
Parks, Recreation & Human	Total	2,098	5,656	4,444	4,301	5,793	22,292
Police							
General Cash Capital		2,533	2,416	2,002	1,930	1,959	10,840
General Debt		0	0	3,200	0	0	3,200
REDCO		3,700	0	0	0	0	3,700
Police	Total	6,233	2,416	5,202	1,930	1,959	17,740
Port of Rochester							
Federal		0	5,200	0	0	0	5,200
General Debt		8,007	7,893	0	0	0	15,900
Port of Rochester	Total	8,007	13,093	0	0	0	21,100
Grand Total		56,646	104,790	58,774	50,653	55,368	326,231

TAX RATES FOR DEBT SERVICE

	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>Total</u>
TAX RATES FOR DEBT SERVICE						
	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>Total</u>
Expense (\$000)						
Existing Debt	33,312.5	30,608.6	25,335.3	21,660.1	18,574.4	129,490.9
New Program		<u>670.7</u>	<u>3,248.8</u>	<u>6,557.2</u>	<u>8,883.1</u>	<u>19,359.8</u>
	33,312.5	31,279.3	28,584.1	28,217.3	27,457.5	148,850.7
Revenue (\$000)						
Premium and Interest Fund	5,900.0	2,000.0	2,000.0	2,000.0	2,000.0	13,900.0
Monroe County Pure Waters	710.3	656.3	613.1	551.0	551.0	3,081.7
Retirement Reserve Transfer	1,299.4	1,299.4	1,299.4	1,299.4		5,197.6
Tax Repayment Fund	1,762.3	1,762.4	1,760.2	1,759.5	1,758.8	8,803.2
Enterprise Funds	<u>10,520.3</u>	<u>10,154.9</u>	<u>10,545.1</u>	<u>9,814.8</u>	<u>8,849.7</u>	<u>49,884.9</u>
	20,192.3	15,873.0	16,217.8	15,424.7	13,159.5	80,867.4
Tax Revenue Required (\$000)	13,120.2	15,406.3	12,366.3	12,792.6	14,298.0	67,983.3
Tax Reserve	<u>763.6</u>	<u>896.7</u>	<u>719.7</u>	<u>744.5</u>	<u>832.2</u>	<u>4,654.8</u>
Tax Levy Required (\$000)	13,883.8	16,302.9	13,086.0	13,537.1	15,130.1	84,634.2
Tax Rate per \$1,000 Assessed Value						
Homestead	1.89	1.97	1.74	1.91	1.99	
Non-Homestead	4.11	4.28	3.78	4.16	4.32	

TAX RATES FOR CASH CAPITAL

	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>Total</u>
Expense (\$000)						
General Cash Capital	18,025.0	19,282.0	17,133.1	19,697.0	18,225.0	92,362.1
Library Cash Capital	884.0	969.0	723.0	599.0	628.0	3,803.0
Local Works Cash Capital	2,076.0	3,435.0	1,531.0	3,842.0	2,135.0	13,019.0
Water Cash Capital	3,380.0	3,210.0	2,929.0	2,645.0	3,151.0	15,315.0
War Memorial Cash Capital	78.0	124.0	127.0	129.0	132.0	590.0
Parking Cash Capital	545.0	715.0	685.0	654.0	704.0	3,303.0
Public Market Cash Capital	23.0	25.0	27.0	29.0	31.0	135.0
Cemetery Cash Capital	247.0	257.0	253.0	277.0	291.0	1,325.0
Refuse Cash Capital	<u>1,398.0</u>	<u>4,209.0</u>	<u>4,595.0</u>	<u>2,937.0</u>	<u>1,999.0</u>	<u>15,138.0</u>
	26,656.0	32,226.0	28,003.1	30,809.0	27,296.0	144,990.1
Revenue (\$000)						
Monroe County Traffic Shares	334.0	385.0	321.0	175.0	180.0	1,395.0
CHIPS	2,358.0	2,358.0	2,358.0	2,358.0	2,358.0	11,790.0
Enterprise Funds	<u>8,631.0</u>	<u>12,944.0</u>	<u>10,870.0</u>	<u>11,112.0</u>	<u>9,071.0</u>	<u>52,628.0</u>
	11,323.0	15,687.0	13,549.0	13,645.0	11,609.0	65,813.0
Tax Revenue Required (\$000)	15,333.0	16,539.0	14,454.1	17,164.0	15,687.0	79,177.1
Tax Reserve	<u>892.4</u>	<u>962.6</u>	<u>841.2</u>	<u>999.0</u>	<u>913.0</u>	<u>4,608.2</u>
Tax Levy Required (\$000)	16,225.4	17,501.6	15,295.3	18,163.0	16,600.0	83,785.3
Tax Rate per \$1,000 Assessed Value						
Homestead	2.21	2.39	2.09	2.48	2.23	
Non-Homestead	4.81	5.19	4.53	5.38	4.84	

Renaissance 2010 Campaigns in Transportation

CIP Category	T-1	County Assisted Arterial Improvements	Campaigns											
			1	2	3	4	5	6	7	8	9	10	11	
Culver Road		Atlantic Avenue to Garson Avenue	x					x	x			x		
Mt Hope Avenue/E Henrietta Road		Elmwood Avenue to South City Line to Mt Hope	x					x	x			x		
North Winton Road		Blossom Road to Corwin Road	x					x	x			x		
Norton Street		Portland Street to the East City Line	x					x	x			x		
Ridgeway Avenue		Railroad at Lily Street to Lake Avenue	x					x	x			x		
St. Paul Street		Ridge Road to North City Line	x					x	x			x		
University Avenue		Union Street to Goodman Street	x					x	x			x		

CIP Category	T-2	City Funded Arterials	Campaigns											
			1	2	3	4	5	6	7	8	9	10	11	
Atlantic Avenue		Railroad to North Winton Road	x						x			x		
Future Projects		City Funded Arterials	x						x			x		
Glide Street		Lyell Avenue to Emerson Street	x						x			x		
Gregory Street		Mt. Hope Avenue to S. Clinton Avenue	x						x			x		
Hollenbeck Street		Norton Street to East Ridge Road	x						x			x		
Jefferson Avenue and Brown Street		West Main Street to Brown Street and Kensington Street to Jefferson Avenue	x						x			x		
Joseph Avenue		Ward Street to Upper Falls Boulevard and Clifford Avenue to Avenue D	x						x			x		
Maple Street		Saxton Street to 300' west of Wilder Street	x						x			x		
Verona Street		Jay Street to Platt Street	x						x			x		

R2010 Campaigns

- | | | | |
|--|------------------------------------|--------------------------------------|----------------------------|
| 1 Involved Citizens | 4 Environmental Stewardship | 7 Quality Service | 10 Center City |
| 2 Educational Excellence | 5 Regional Partnerships | 8 Tourism Destination | 11 Arts and Culture |
| 3 Health, Safety and Responsibility | 6 Economic Vitality | 9 Healthy Urban Neighborhoods | |

CIP Category	T-3	Asphalt Milling, Resurfacing and Curb Replacement	Campaigns										
			1	2	3	4	5	6	7	8	9	10	11
Milling & Resurfacing Program			x					x			x		

CIP Category	T-4	Residential Street Rehabilitation	Campaigns										
			1	2	3	4	5	6	7	8	9	10	11
Residential Street Rehabilitation			x					x			x		

CIP Category	T-5	Street Treatment	Campaigns										
			1	2	3	4	5	6	7	8	9	10	11
Residential Street Treatment			x					x			x		

CIP Category	T-6	Hazardous Sidewalk Program	Campaigns										
			1	2	3	4	5	6	7	8	9	10	11
Hazardous Sidewalk Program		Standard Allocation	x					x			x		
Sidewalk Ramp Installation		Standard Allocation	x					x			x		

CIP Category	T-7	Future Street Planning	Campaigns										
			1	2	3	4	5	6	7	8	9	10	11
NYS Marcheselli Program Pre-financing			x					x			x		

CIP Category	T-8	Bridge Improvement Program	Campaigns										
			1	2	3	4	5	6	7	8	9	10	11
Standard Allocation - Bridges								x					

R2010 Campaigns

- | | | | |
|--|------------------------------------|--------------------------------------|----------------------------|
| 1 Involved Citizens | 4 Environmental Stewardship | 7 Quality Service | 10 Center City |
| 2 Educational Excellence | 5 Regional Partnerships | 8 Tourism Destination | 11 Arts and Culture |
| 3 Health, Safety and Responsibility | 6 Economic Vitality | 9 Healthy Urban Neighborhoods | |

CIP Category

T-9

Bridge Improvement Program**Campaigns**

	1	2	3	4	5	6	7	8	9	10	11
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Broad Street Subway Tunnel

x

x

Smith Street Bridge

x

x

x

R2010 Campaigns**1 Involved Citizens****4 Environmental Stewardship****7 Quality Service****10 Center City****2 Educational Excellence****5 Regional Partnerships****8 Tourism Destination****11 Arts and Culture****3 Health, Safety and Responsibility****6 Economic Vitality****9 Healthy Urban Neighborhoods**

2004-05 TO 2008-09 CAPITAL IMPROVEMENT PROGRAM

TRANSPORTATION

The City maintains 537 centerline miles of streets. Preservation of the City's transportation network is achieved through reconstruction and rehabilitation of streets, ridges, sidewalks and curbs.

New Programs

T-1 County Assisted Arterials

Culver Road from Atlantic Avenue to Garson Avenue is added with construction in 2006-07.

University Avenue from Union Street to Goodman Street is added with construction in 2007-08.

T-7 Future Street Planning

A change in policy by New York State necessitates an allocation for pre-financing of Marcheselli Program projects. The lag between application, which can now only take place after final design is completed, and receipt of funds from NYS will be 18 to 24 months. With this interval it is not practical to fund pre-financing from balances within the capital budget.

Program Changes

T-1 County Assisted Arterials

The Mt Hope Avenue and East Henrietta Road projects are combined. The Mt Hope/East Henrietta Road project, Elmwood Avenue to South City Line to Mt. Hope Avenue is scheduled for construction in 2008-09.

North Winton Road from Blossom Road to Corwin Road begins in 2007-08. This project was formerly a T-1 project.

T-1 County Assisted Arterial Improvements

Norton Street **Portland Street to the East City Line**

Street reconstruction, new curbing, sidewalks, water main and services, hydrants, receiving basins, street light and tree planting.

<u>Funding Source</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>TOTAL</u>
General Cash Capital	37	0	0	0	0	37
General Debt	0	1,079	0	0	0	1,079
Monroe County	900	1,100	0	0	0	2,000
Water Cash Capital	20	0	0	0	0	20
Water Debt	0	290	0	0	0	290
	<u>957</u>	<u>2,469</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>3,426</u>

Culver Road **Atlantic Avenue to Garson Avenue**

Street reconstruction, new curbing, sidewalks, water main and services, hydrants, receiving basins, street light and tree planting.

<u>Funding Source</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>TOTAL</u>
General Cash Capital	46	18	0	0	0	64
General Debt	0	0	487	0	0	487
Monroe County	0	75	850	0	0	925
Water Cash Capital	11	22	0	0	0	33
Water Debt	0	0	321	0	0	321
	<u>57</u>	<u>115</u>	<u>1,658</u>	<u>0</u>	<u>0</u>	<u>1,830</u>

▣ Ridgeway Avenue

Railroad at Lily Street to Lake Avenue

Street reconstruction, new curbing, sidewalks, water main and services, hydrants, receiving basins, street lighting and tree planting.

<u>Funding Source</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>TOTAL</u>
General Cash Capital	0	0	80	35	0	115
General Debt	0	0	0	0	870	870
Monroe County	0	0	125	1,450	0	1,575
Water Cash Capital	0	0	17	34	0	51
Water Debt	0	0	0	0	499	499
	0	0	222	1,519	1,369	3,110

▣ Mt Hope Avenue/E Henrietta Road

Elmwood Avenue to South City Line to Mt Hope

Street reconstruction, new curbing, sidewalks, water main and services, hydrants, receiving basins, street light and tree planting.

<u>Funding Source</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>TOTAL</u>
Federal	509	0	0	115	0	624
General Cash Capital	27	0	0	7	0	34
General Debt	0	0	0	550	2,391	2,941
New York State	95	0	0	22	0	117
Water Cash Capital	5	0	0	0	0	5
Water Debt	0	0	0	0	919	919
	636	0	0	694	3,310	4,640

 **St. Paul Street**
Ridge Road to North City Line

Street reconstruction, new curbing, sidewalks, water main and services, hydrants, receiving basins, street light and tree planting.

<u>Funding Source</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>TOTAL</u>
General Cash Capital	0	49	15	49	15	128
General Debt	0	0	0	0	0	0
Monroe County	0	0	0	100	975	1,075
Water Cash Capital	0	10	20	0	0	30
Water Debt	0	0	0	0	0	0
	<u>0</u>	<u>59</u>	<u>35</u>	<u>149</u>	<u>990</u>	<u>1,233</u>

 **University Avenue**
Union Street to Goodman Street

Street reconstruction, new curbing, sidewalks, water main and services, hydrants, receiving basins, street light and tree planting.

<u>Funding Source</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>TOTAL</u>
General Cash Capital	0	37	15	0	0	52
General Debt	0	0	0	349	0	349
Monroe County	0	0	100	675	0	775
Water Cash Capital	0	9	18	0	0	27
Water Debt	0	0	0	257	0	257
	<u>0</u>	<u>46</u>	<u>133</u>	<u>1,281</u>	<u>0</u>	<u>1,460</u>

 **North Winton Road**
Blossom Road to Corwin Road

Street reconstruction, new curbing, sidewalks, water main and services, hydrants, receiving basins, street lighting and tree planting.

<u>Funding Source</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>TOTAL</u>
General Cash Capital	0	0	0	36	15	51
Monroe County	0	0	0	0	100	100
Water Cash Capital	0	0	0	19	39	58
	<u>0</u>	<u>0</u>	<u>0</u>	<u>55</u>	<u>154</u>	<u>209</u>

T-2

City Funded Arterials

Atlantic Avenue

Railroad to North Winton Road

Street reconstruction, new curbing, sidewalks, water main and services, hydrants, receiving basins, street light and tree planting.

<u>Funding Source</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>TOTAL</u>
General Debt	3,000	0	0	0	0	3,000
Monroe County Traffic	150	0	0	0	0	150
Pure Waters	250	0	0	0	0	250
Water Debt	1,300	0	0	0	0	1,300
	<u>4,700</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>4,700</u>

Hollenbeck Street

Norton Street to East Ridge Road

Street reconstruction, new curbing, sidewalks, water main and services, hydrants, receiving basins, street light and tree planting.

<u>Funding Source</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>TOTAL</u>
General Cash Capital	90	0	0	0	0	90
General Debt	0	780	0	0	0	780
Monroe County Traffic	0	2	0	0	0	2
Pure Waters	0	127	0	0	0	127
Water Cash Capital	50	0	0	0	0	50
Water Debt	0	527	0	0	0	527
	<u>140</u>	<u>1,436</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,576</u>

Jefferson Avenue and Brown Street

West Main Street to Brown Street and Kensington Street to Jefferson Avenue

Street reconstruction, new curbing, sidewalks, water main and services, hydrants, receiving basins, street light and tree planting.

<u>Funding Source</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>TOTAL</u>
General Cash Capital	1,800	0	0	0	0	1,800
Monroe County Traffic	100	0	0	0	0	100
Pure Waters	100	0	0	0	0	100
Water Debt	800	0	0	0	0	800
	<u>2,800</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>2,800</u>

Joseph Avenue

Ward Street to Upper Falls Boulevard and Clifford Avenue to Avenue D

Street reconstruction, new curbing, sidewalks, water main and services, hydrants, receiving basins, street light and tree planting.

<u>Funding Source</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>TOTAL</u>
General Cash Capital	192	0	0	0	0	192
General Debt	0	1,614	0	0	0	1,614
Monroe County Traffic	12	129	0	0	0	141
Pure Waters	0	222	0	0	0	222
Water Cash Capital	46	0	0	0	0	46
Water Debt	0	445	0	0	0	445
	<u>250</u>	<u>2,410</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>2,660</u>

Verona Street

Jay Street to Platt Street

Street reconstruction, new curbing, sidewalks, water main and services, hydrants, receiving basins, street light and tree planting.

<u>Funding Source</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>TOTAL</u>
General Cash Capital	98	0	0	0	0	98
General Debt	0	890	0	0	0	890
Monroe County Traffic	8	73	0	0	0	81
Pure Waters	0	68	0	0	0	68
Water Cash Capital	28	0	0	0	0	28
Water Debt	0	275	0	0	0	275
	134	1,306	0	0	0	1,440

Glide Street

Lyell Avenue to Emerson Street

Street reconstruction, new curbing, sidewalks, water main and services, hydrants, receiving basins, street lighting and tree planting.

<u>Funding Source</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>TOTAL</u>
General Cash Capital	0	112	0	0	0	112
General Debt	0	0	923	0	0	923
Monroe County Traffic	0	13	122	0	0	135
Pure Waters	0	0	172	0	0	172
Water Cash Capital	0	42	0	0	0	42
Water Debt	0	0	406	0	0	406
	0	167	1,623	0	0	1,790

 **Gregory Street**
Mt. Hope Avenue to S. Clinton Avenue

Street reconstruction, new curbing, sidewalks, water main and services, hydrants, receiving basins, street lighting and tree planting.

<u>Funding Source</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>TOTAL</u>
General Cash Capital	0	119	0	0	0	119
General Debt	0	0	988	0	0	988
Monroe County	0	8	73	0	0	81
Pure Waters	0	0	179	0	0	179
Water Cash Capital	0	27	0	0	0	27
Water Debt	0	0	266	0	0	266
	<u>0</u>	<u>154</u>	<u>1,506</u>	<u>0</u>	<u>0</u>	<u>1,660</u>

 **Maple Street**
Saxton Street to 300' west of Wilder Street

Street reconstruction, new curbing, sidewalks, water main and services, hydrants, receiving basins, street lighting and tree planting.

<u>Funding Source</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>TOTAL</u>
General Cash Capital	0	47	0	0	0	47
General Debt	0	0	395	0	0	395
Monroe County Traffic	0	3	29	0	0	32
Pure Waters	0	0	59	0	0	59
Water Cash Capital	0	25	0	0	0	25
Water Debt	0	0	242	0	0	242
	<u>0</u>	<u>75</u>	<u>725</u>	<u>0</u>	<u>0</u>	<u>800</u>

T-3 Asphalt Milling, Resurfacing and Curb Replacement**Mill & Resurfacing Program**

Milling and resurfacing of streets in poor condition including curb replacement. Water and receiving basin improvements, and traffic markings.

<u>Funding Source</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>TOTAL</u>
General Cash Capital	1,305	2,909	2,996	3,086	3,178	13,474
Monroe County Traffic	35	97	100	103	106	441
Pure Waters	169	387	331	341	351	1,579
Water Debt	80	233	240	247	254	1,054
	<u>1,589</u>	<u>3,626</u>	<u>3,667</u>	<u>3,777</u>	<u>3,889</u>	<u>16,548</u>

T-4 Residential Street Rehabilitation**Residential Street Rehabilitation**

Street reconstruction, new curbing, sidewalks, water, receiving basins, street lighting improvements, and tree planting for residential streets.

<u>Funding Source</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>TOTAL</u>
General Debt	1,650	2,635	2,714	2,795	3,879	13,673
Monroe County Traffic	29	68	70	72	74	313
Pure Waters	130	299	308	317	326	1,380
Water Debt	300	659	678	699	720	3,056
	<u>2,109</u>	<u>3,661</u>	<u>3,770</u>	<u>3,883</u>	<u>4,999</u>	<u>18,422</u>

T-5 Street Treatment**Residential Street Treatment**

Crack filling, chip sealing and asphalt overlay of residential, collector and arterials streets; also includes the neighborhood traffic control program.

<u>Funding Source</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>TOTAL</u>
General Cash Capital	360	750	750	750	750	3,360
	<u>360</u>	<u>750</u>	<u>750</u>	<u>750</u>	<u>750</u>	<u>3,360</u>

T-6 Hazardous Sidewalk Program**Hazardous Sidewalk Program Standard Allocation**

Replacing hazardous sidewalks throughout the City. Other sidewalk work is performed in conjunction with a number of the street programs referenced in this document.

<u>Funding Source</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>TOTAL</u>
Local Works Cash Capital	960	989	1,019	1,050	1,081	5,099
	<u>960</u>	<u>989</u>	<u>1,019</u>	<u>1,050</u>	<u>1,081</u>	<u>5,099</u>

Sidewalk Ramp Installation Standard Allocation

Reconstruction of sidewalk ramps on residential streets at high priority locations.

<u>Funding Source</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>TOTAL</u>
General Cash Capital	112	116	119	123	127	597
	<u>112</u>	<u>116</u>	<u>119</u>	<u>123</u>	<u>127</u>	<u>597</u>

T-7 Future Street Planning**Fifth Year City Arterials**

City Arterial construction expenses for projects as yet undesignated.

<u>Funding Source</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>TOTAL</u>
General Debt	0	0	0	0	3,680	3,680
Monroe County Traffic	0	0	0	0	215	215
Pure Waters	0	0	0	0	390	390
Water Debt	0	0	0	0	1,420	1,420
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>5,705</u>	<u>5,705</u>

NYS Marcheselli Program Pre-financing

Planning for future street projects and pre-financing for NYS Marcheselli Aid which has a lag of 18 to 24 months.

<u>Funding Source</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>TOTAL</u>
General Cash Capital	442	0	0	0	0	442
	<u>442</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>442</u>

Advanced Planning
City Funded Arterials

Funding for planning and design of forthcoming City Arterials projects.

<u>Funding Source</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>TOTAL</u>
General Cash Capital	0	0	0	350	0	350
Water Cash Capital	0	0	0	150	0	150
	0	0	0	500	0	500

T-8**Bridge Improvement Program**
 Standard Allocation - Bridges

Repairing, painting and cleaning of selected bridges.

<u>Funding Source</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>TOTAL</u>
General Cash Capital	258	266	274	282	290	1,370
	258	266	274	282	290	1,370

T-9**Bridge Improvement Program**
 Broad Street Subway Tunnel

Rehabilitation of the deteriorated subway tunnel between Brown Street and Exchange Street.

<u>Funding Source</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>TOTAL</u>
Federal	0	15,650	0	0	0	15,650
General Debt	0	934	0	0	0	934
Monroe County	0	42	0	0	0	42
New York State	0	2,935	0	0	0	2,935
	0	19,561	0	0	0	19,561

 **Smith Street Bridge**

Rehabilitation of the bridge over the Genesee River includes replacement of the railing and joint systems, partial deck, sidewalk and curb reconstruction, painting and minor repairs to the substructure elements.

<u>Funding Source</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>TOTAL</u>
Federal	400	5,040	0	0	0	5,440
General Cash Capital	25	0	0	0	0	25
General Debt	0	315	0	0	0	315
New York State	75	945	0	0	0	1,020
	<u>500</u>	<u>6,300</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>6,800</u>

Summary of Funding by Program: Transportation

	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>Total</u>
T-1	County Assisted Arterial Improvements					
Federal	509	0	0	115	0	624
General Cash Capital	110	104	110	127	30	481
General Debt	0	1,079	487	899	3,261	5,726
Monroe County	900	1,175	1,075	2,775	2,560	8,485
New York State	95	0	0	22	0	117
Water Cash Capital	36	41	55	53	39	224
Water Debt	0	290	321	257	1,418	2,286
	1,650	2,689	2,048	4,248	7,308	17,943
T-2	City Funded Arterials					
General Cash Capital	2,180	278	0	0	0	2,458
General Debt	3,000	3,284	2,306	0	0	8,590
Monroe County	0	8	73	0	0	81
Monroe County Traffic	270	220	151	0	0	641
Pure Waters	350	417	410	0	0	1,177
Water Cash Capital	124	94	0	0	0	218
Water Debt	2,100	1,247	914	0	0	4,261
	8,024	5,548	3,854	0	0	17,426
T-3	Asphalt Milling, Resurfacing and Curb Replacement					
General Cash Capital	1,305	2,909	2,996	3,086	3,178	13,474
Monroe County Traffic	35	97	100	103	106	441
Pure Waters	169	387	331	341	351	1,579
Water Debt	80	233	240	247	254	1,054
	1,589	3,626	3,667	3,777	3,889	16,548

	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>Total</u>
T-4 Residential Street Rehabilitation						
General Debt	1,650	2,635	2,714	2,795	3,879	13,673
Monroe County Traffic	29	68	70	72	74	313
Pure Waters	130	299	308	317	326	1,380
Water Debt	300	659	678	699	720	3,056
	<u>2,109</u>	<u>3,661</u>	<u>3,770</u>	<u>3,883</u>	<u>4,999</u>	<u>18,422</u>
T-5 Street Treatment						
General Cash Capital	360	750	750	750	750	3,360
	<u>360</u>	<u>750</u>	<u>750</u>	<u>750</u>	<u>750</u>	<u>3,360</u>
T-6 Hazardous Sidewalk Program						
General Cash Capital	112	116	119	123	127	597
Local Works Cash Cap	960	989	1,019	1,050	1,081	5,099
	<u>1,072</u>	<u>1,105</u>	<u>1,138</u>	<u>1,173</u>	<u>1,208</u>	<u>5,696</u>
T-7 City Funded Arterials						
General Cash Capital	0	0	0	350	0	350
General Cash Capital	442	0	0	0	0	442
General Debt	0	0	0	0	3,680	3,680
Monroe County Traffic	0	0	0	0	215	215
Pure Waters	0	0	0	0	390	390
Water Cash Capital	0	0	0	150	0	150
Water Debt	0	0	0	0	1,420	1,420
	<u>0</u>	<u>0</u>	<u>0</u>	<u>500</u>	<u>5,705</u>	<u>6,297</u>
T-8 Bridge Improvement Program						
General Cash Capital	258	266	274	282	290	1,370
	<u>258</u>	<u>266</u>	<u>274</u>	<u>282</u>	<u>290</u>	<u>1,370</u>

	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>Total</u>
T-9						
Bridge Improvement Program						
Federal	400	20,690	0	0	0	21,090
General Cash Capital	25	0	0	0	0	25
General Debt	0	1,249	0	0	0	1,249
Monroe County	0	42	0	0	0	42
New York State	75	3,880	0	0	0	3,955
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	500	25,861	0	0	0	26,361

TRANSPORTATION TOTALS

	<u>2004-05</u>	<u>2005-064</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>Total</u>
Federal	909	20,690	0	115	0	21,714
General Cash Capital	4,792	4,423	4,249	4,718	4,375	22,557
General Debt	4,650	8,247	5,507	3,694	10,820	32,918
Local Works Cash Capital	960	989	1,019	1,050	1,081	5,099
Monroe County	900	1,225	1,148	2,775	2,560	8,608
Monroe County Traffic	334	385	321	175	395	1,610
New York State	170	3,880	0	22	0	4,072
Pure Waters	649	1,103	1,049	658	1,067	4,526
Water Cash Capital	160	135	55	203	39	592
Water Debt	2,480	2,429	2,153	1,203	3,812	12,077
	<u>16,004</u>	<u>43,506</u>	<u>15,501</u>	<u>14,613</u>	<u>24,149</u>	<u>113,773</u>

Renaissance 2010 Campaigns in Water

CIP Category	W-1	Water Main Extension and Improvements	Campaigns											
			1	2	3	4	5	6	7	8	9	10	11	
Functional Independence		Functional Independence			x			x						
Water Main, Extension & Improvement Program		Standard Allocation			x	x							x	

CIP Category	W-2	Water Main Cleaning & Lining	Campaigns											
			1	2	3	4	5	6	7	8	9	10	11	
Water Main Cleaning & Lining					x	x							x	

CIP Category	W-3	Hydrant and Valve Replacement Program	Campaigns											
			1	2	3	4	5	6	7	8	9	10	11	
Hydrant & Valve Replacement Program													x	

CIP Category	W-4	Water Meter Maintenance Program	Campaigns											
			1	2	3	4	5	6	7	8	9	10	11	
Water Meter Replacement Program													x	

CIP Category	W-5	General System Improvement	Campaigns											
			1	2	3	4	5	6	7	8	9	10	11	
Contamination Prevention Hydrant Locks					x	x		x	x				x	
Database Management and GIS													x	
Vault Replacement					x	x		x						

R2010 Campaigns

- | | | | |
|--|------------------------------------|--------------------------------------|----------------------------|
| 1 Involved Citizens | 4 Environmental Stewardship | 7 Quality Service | 10 Center City |
| 2 Educational Excellence | 5 Regional Partnerships | 8 Tourism Destination | 11 Arts and Culture |
| 3 Health, Safety and Responsibility | 6 Economic Vitality | 9 Healthy Urban Neighborhoods | |

CIP Category	W-6	Reservoir, Conduit and Watershed Improvements	Campaigns											
			1	2	3	4	5	6	7	8	9	10	11	
Conduit Modernization Program					x	x	x						x	
Conduit Streambed & Bank Erosion Control					x	x	x						x	
Conduit Valve & Vault Rehabilitation		Standard Allocation			x	x	x						x	
Reservoirs					x	x	x							
Reservoirs		Driveway and Building Renovations at Rush			x	x					x			
Reservoirs - Gatehouse Renovations					x	x	x							
Watershed Land Acquisition and Easements					x	x	x						x	

CIP Category	W-7	Reservoir, Conduit and Watershed Improvements	Campaigns											
			1	2	3	4	5	6	7	8	9	10	11	
Reservoirs - Rush Maintenance Terminal						x	x	x						

CIP Category	W-8	Holly System	Campaigns											
			1	2	3	4	5	6	7	8	9	10	11	
Pump Station Improvements						x	x							x

CIP Category	W-9	Filtration Plant Complex	Campaigns											
			1	2	3	4	5	6	7	8	9	10	11	
Chemical Storage Tanks		Chemical Storage Tanks				x	x	x						
Filtration Plant and Related Renovations						x	x	x						
Upland Structures Rehabilitation		Upland Structures Rehabilitation											x	
Water Security						x	x	x						

R2010 Campaigns

1 Involved Citizens

4 Environmental Stewardship

7 Quality Service

10 Center City

2 Educational Excellence

5 Regional Partnerships

8 Tourism Destination

11 Arts and Culture

3 Health, Safety and Responsibility

6 Economic Vitality

9 Healthy Urban Neighborhoods

2004-05 TO 2008-09 CAPITAL IMPROVEMENT PROGRAM

WATER SYSTEM

The Water System category includes projects designed to provide a safe source of water to its users. Additional water distribution system improvements are made in conjunction with the street projects in the Transportation and General City Development categories.

Program Changes

A number of items previously aggregated are presented in detail in an effort to emphasize individual projects, particularly with regard to maintenance of structures and major equipment. While these are not necessarily program changes they represent a change from prior years.

W-5 General System Improvement

As with all modern utilities, the Water Bureau is developing a computerized system that allows staff graphic access to system design and data on individual components.

W-9 Water Security

As ongoing efforts are made in this category these initiatives are explicated here. Funding for water-related security is also made available from other resources as required.

W-1 **Water Main Extension and Improvements**

Functional Independence

Infrastructure improvements to allow the Water Bureau to function as an independent utility.

<u>Funding Source</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>TOTAL</u>
Water Debt	200	227	233	241	0	901
	200	227	233	241	0	901

Water Main, Extension & Improvement Program

Replacement of deteriorated water mains.

<u>Funding Source</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>TOTAL</u>
Water Debt	1,224	1,311	1,630	1,340	1,380	6,885
	1,224	1,311	1,630	1,340	1,380	6,885

W-2 **Water Main Cleaning & Lining**

Water Main Cleaning & Lining

Cleaning of water mains and installation of mortar lining to restore pipe capacity and slow deterioration.

<u>Funding Source</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>TOTAL</u>
Water Cash Capital	1,135	1,170	1,205	1,241	1,278	6,029
	1,135	1,170	1,205	1,241	1,278	6,029

W-3 **Hydrant and Valve Replacement Program**

Hydrant & Valve Replacement Program

Replacement of hydrants and valves. Hydrants needing replacement are identified through annual inspection by the Fire Department

<u>Funding Source</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>TOTAL</u>
Water Cash Capital	421	428	335	342	346	1,872
	421	428	335	342	346	1,872

W-4 **Water Meter Maintenance Program**

Water Meter Replacement Program

Replacement and modernization of water meters.

<u>Funding Source</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>TOTAL</u>
Water Cash Capital	254	226	230	234	238	1,182
	254	226	230	234	238	1,182

W-5 **General System Improvement**

Contamination Prevention Hydrant Locks

Protects against tampering with Fire Hydrants contributing to fire suppression and water system safety.

<u>Funding Source</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>TOTAL</u>
Water Cash Capital	45	75	26	103	54	303
	45	75	26	103	54	303

Database Management and GIS

Creates map of water grid with access to system features, placement and service history

<u>Funding Source</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>TOTAL</u>
Water Cash Capital	300	20	61	22	13	416
	300	20	61	22	13	416

Vault Replacement

<u>Funding Source</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>TOTAL</u>
Water Cash Capital	210	0	0	0	0	210
	210	0	0	0	0	210

W-6	Reservoir, Conduit and Watershed Improvements
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Conduit Modernization Program

Modernization of the City's Water supply conduit system.

<u>Funding Source</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>TOTAL</u>
Water Debt	2,071	2,135	2,200	2,266	2,334	11,006
	2,071	2,135	2,200	2,266	2,334	11,006

Conduit Streambed & Bank Erosion Control

Shoring up of banks and related actions to preserve the watershed.

<u>Funding Source</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>TOTAL</u>
Water Cash Capital	60	75	0	0	150	285
	60	75	0	0	150	285

Conduit Valve & Vault Rehabilitation

Funding to support the repair and replacement of valves and vaults.

<u>Funding Source</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>TOTAL</u>
Water Cash Capital	64	66	68	70	72	340
	64	66	68	70	72	340

Reservoirs

Includes funding for grounds and building repair and renovation at Cobbs Hill, Rush and Highland Park reservoirs. Provides for additional electronic monitoring equipment and a study to make recommendations regarding the future of the reservoirs and water storage needs.

<u>Funding Source</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>TOTAL</u>
Water Cash Capital	90	21	22	0	46	179
	90	21	22	0	46	179

Reservoirs - Gatehouse Renovations

<u>Funding Source</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>TOTAL</u>
Water Debt	155	130	0	0	0	285
	155	130	0	0	0	285

Watershed Land Acquisition and Easements

Preserves access to conduit and watershed.

<u>Funding Source</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>TOTAL</u>
Water Cash Capital	11	11	12	12	13	59
	11	11	12	12	13	59

W-7 Reservoir, Conduit and Watershed Improvements

Reservoirs - Rush Maintenance Terminal

<u>Funding Source</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>TOTAL</u>
Water Debt	0	0	412	0	0	412
	0	0	412	0	0	412

W-8 Holly System

Pump Station Improvements

Improvements to the Holly Pump Station.

<u>Funding Source</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>TOTAL</u>
Water Cash Capital	15	42	50	0	0	107
	15	42	50	0	0	107

W-9 Filtration Plant Complex

Chemical Storage Tanks

Improvements to the sites, structures and systems comprising the filtration complex. Funding provides for backwash improvement and mixer replacement. General repair is included as is the installation of sidewalks.

<u>Funding Source</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>TOTAL</u>
Water Debt	0	175	0	0	0	175
	0	175	0	0	0	175

☐ Filtration Plant and Related Renovations

Improvements to the sites, structures and systems comprising the filtration complex. Funding provides for backwash improvement and mixer replacement. General repair is included as is the installation of sidewalks.

<u>Funding Source</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>TOTAL</u>
Water Cash Capital	75	61	62	62	65	325
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	75	61	62	62	65	325

☐ Upland Structures Rehabilitation

Improvements to the sites, structures and systems comprising the filtration complex. Funding provides for backwash improvement and mixer replacement. General repair is included as is the installation of sidewalks.

<u>Funding Source</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>TOTAL</u>
Water Debt	125	125	0	0	0	250
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	125	125	0	0	0	250

☐ Water Security

Securing Water facilities by facility upgrade and access control

<u>Funding Source</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>TOTAL</u>
Water Cash Capital	130	130	155	0	100	515
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	130	130	155	0	100	515

Summary of Funding by Program: Water System

	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>Total</u>
W-1 Water Main Extension and Improvements						
Water Debt	1,424	1,587	2,193	1,581	1,380	8,165
	<u>1,424</u>	<u>1,587</u>	<u>2,193</u>	<u>1,581</u>	<u>1,380</u>	<u>8,165</u>
W-2 Water Main Cleaning & Lining						
Water Cash Capital	1,135	1,170	1,205	1,241	1,278	6,029
	<u>1,135</u>	<u>1,170</u>	<u>1,205</u>	<u>1,241</u>	<u>1,278</u>	<u>6,029</u>
W-3 Hydrant and Valve Replacement Program						
Water Cash Capital	421	428	335	342	346	1,872
	<u>421</u>	<u>428</u>	<u>335</u>	<u>342</u>	<u>346</u>	<u>1,872</u>
W-4 Water Meter Maintenance Program						
Water Cash Capital	254	226	230	234	238	1,182
	<u>254</u>	<u>226</u>	<u>230</u>	<u>234</u>	<u>238</u>	<u>1,182</u>
W-5 General System Improvement						
Water Cash Capital	555	95	87	125	67	929
	<u>555</u>	<u>95</u>	<u>87</u>	<u>125</u>	<u>67</u>	<u>929</u>
W-6 Reservoir, Conduit and Watershed Improvements						
Water Cash Capital	235	194	124	82	327	962
Water Debt	2,226	2,265	2,200	2,266	2,334	11,291
	<u>2,461</u>	<u>2,459</u>	<u>2,324</u>	<u>2,348</u>	<u>2,661</u>	<u>12,253</u>
W-7 Reservoir, Conduit and Watershed Improvements						
Water Debt	0	0	412	0	0	412
	<u>0</u>	<u>0</u>	<u>412</u>	<u>0</u>	<u>0</u>	<u>412</u>

	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>Total</u>
W-8 Holly System						
Water Cash Capital	15	42	50	0	0	107
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	15	42	50	0	0	107

W-9 Water Security						
Water Cash Capital	130	130	155	0	100	515
Water Cash Capital	75	61	62	62	65	325
Water Debt	125	300	0	0	0	425
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	255	361	62	0	100	750

WATER SYSTEM TOTALS

	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>Total</u>
Water Cash Capital	2,820	2,346	2,248	2,086	2,421	11,921
Water Debt	3,775	4,152	4,805	3,847	3,714	20,293
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	6,595	6,498	7,053	5,933	6,135	32,214

Renaissance 2010 Campaigns in Public Safety

CIP Category	P-10	Apparatus Replacement Program - Fire	Campaigns										
			1	2	3	4	5	6	7	8	9	10	11
Fire Fighting Apparatus					x						x		

CIP Category	P-11	Small Equipment - Fire	Campaigns										
			1	2	3	4	5	6	7	8	9	10	11
Turnout Gear										x			
Small Equipment - RFD										x			
Replacement SCBA										x			
Alarm Box Replacement										x			

CIP Category	P-12	Motor Equipment - Fire	Campaigns										
			1	2	3	4	5	6	7	8	9	10	11
Cars, Vans, Utility Vehicles - RFD										x			

CIP Category	P-13	Information Systems - Fire Department	Campaigns										
			1	2	3	4	5	6	7	8	9	10	11
Fire Dept Records Management System										x			

CIP Category	P-15	Fire Facilities	Campaigns										
			1	2	3	4	5	6	7	8	9	10	11
Building Renovations										x			
Chestnut Street FH HVAC						x						x	
Clinton Avenue FH Boiler Replacement						x						x	
Emergency Generators - Fire Houses										x			

R2010 Campaigns

- | | | | |
|--|------------------------------------|--------------------------------------|----------------------------|
| 1 Involved Citizens | 4 Environmental Stewardship | 7 Quality Service | 10 Center City |
| 2 Educational Excellence | 5 Regional Partnerships | 8 Tourism Destination | 11 Arts and Culture |
| 3 Health, Safety and Responsibility | 6 Economic Vitality | 9 Healthy Urban Neighborhoods | |

Fire House Replacement	x		x					x		x
Goodman Street FH Roof				x				x		x
Goodman Street FH Window Replacement				x						x
Source Capturing								x		
Wisconsin Street FH Miscellaneous Repairs				x				x		x

CIP Category	P-21	Small Equipment - Police				Campaigns						
		1	2	3	4	5	6	7	8	9	10	11
Standard Allocation					x						x	

CIP Category	P-23	Information Systems - Police Department				Campaigns						
		1	2	3	4	5	6	7	8	9	10	11
Records Management									x			
PCs Peripherals Upgrade									x			

CIP Category	P-31	Equipment - Emergency Communications Department				Campaigns						
		1	2	3	4	5	6	7	8	9	10	11
Small Equipment - ECD									x			

CIP Category	P-32	Motor Equipment - Emergency Communications Dep				Campaigns						
		1	2	3	4	5	6	7	8	9	10	11
Emergency Communication Vehicles									x			

CIP Category	P-35	Emergency Communications Facilities				Campaigns						
		1	2	3	4	5	6	7	8	9	10	11
Bullet Proof Glass Replacement									x			

R2010 Campaigns

- | | | | |
|--|------------------------------------|--------------------------------------|----------------------------|
| 1 Involved Citizens | 4 Environmental Stewardship | 7 Quality Service | 10 Center City |
| 2 Educational Excellence | 5 Regional Partnerships | 8 Tourism Destination | 11 Arts and Culture |
| 3 Health, Safety and Responsibility | 6 Economic Vitality | 9 Healthy Urban Neighborhoods | |

2004-05 TO 2008-09 CAPITAL IMPROVEMENT PROGRAM

PUBLIC SAFETY

The Public Safety category contains projects that improve the ability of Fire, Police and Emergency Communications Departments to carry out their mission of protecting the public. Equipment replacement is a major component of this category.

New Programs

P-15 Fire Facilities

A regular allocation dedicated to Fire House building maintenance commences in 2005-06. Provision for the replacement of two Fire Houses is made beginning in 2005-06, should this need arise. A number of projects at various Fire Houses are detailed to work at each facility.

P-42 Street Lighting

Funds are allocated for the purchase of selected street lights where a short-term payback has been identified.

P-43 Public Safety Facility Improvements

In conjunction with the reorganization underway in the Police Department, provision is made for permanent Police Stations on the East Side (2004-05) and West Side (2006-07).

Program Changes

P-11 Small Equipment

A regular allocation is established for replacement of Self Contained Breathing Apparatus

P-34 Dispatch Facility Renovations

The planned replacement of dispatch consoles is augmented by related repairs and renovations to the dispatchers working area.

P-10 Apparatus Replacement Program - Fire

Fire Fighting Apparatus

Scheduled replacement of fire fight apparatus.

<u>Funding Source</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>TOTAL</u>
General Cash Capital	300	1,209	717	1,422	1,802	5,450
	300	1,209	717	1,422	1,802	5,450

P-11 Small Equipment - Fire

Alarm Box Replacement

Scheduled replacement and new purchase of small fire suppression equipment.

<u>Funding Source</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>TOTAL</u>
General Cash Capital	0	34	34	34	0	102
	0	34	34	34	0	102

Replacement SCBA

Scheduled replacement and new purchase of small fire suppression equipment.

<u>Funding Source</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>TOTAL</u>
General Cash Capital	143	143	143	143	143	715
	143	143	143	143	143	715

Small Equipment - RFD

Scheduled replacement and new purchase of small fire suppression equipment.

<u>Funding Source</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>TOTAL</u>
General Cash Capital	139	210	294	309	313	1,265
	139	210	294	309	313	1,265

☐ Turnout Gear

An allocation for the provision of fire fighting apparel and related apparatus.

<u>Funding Source</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>TOTAL</u>
General Cash Capital	50	50	50	50	50	250
	50	50	50	50	50	250

P-12 Motor Equipment - Fire

☐ Cars, Vans, Utility Vehicles - RFD

Scheduled replacement of Fire Department sedans and station wagons.

<u>Funding Source</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>TOTAL</u>
General Cash Capital	15	85	90	95	100	385
	15	85	90	95	100	385

P-13 Information Systems - Fire Department

☐ Fire Dept Records Management System

Records management system to conform to desired professional standard.

<u>Funding Source</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>TOTAL</u>
General Cash Capital	100	75	75	75	60	385
	100	75	75	75	60	385

P-15 Fire Facilities

☐ Building Renovations

Provision and maintenance of infrastructure supporting public safety services.

<u>Funding Source</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>TOTAL</u>
General Debt	0	100	100	100	100	400
	0	100	100	100	100	400

☐ Chestnut Street FH HVAC

Provision and maintenance of infrastructure supporting public safety services.

<u>Funding Source</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>TOTAL</u>
General Cash Capital	8	0	0	0	0	8
	8	0	0	0	0	8

☐ Clinton Avenue FH Boiler Replacement

Provision and maintenance of infrastructure supporting public safety services.

<u>Funding Source</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>TOTAL</u>
General Cash Capital	15	0	0	0	0	15
	15	0	0	0	0	15

☐ Emergency Generators - Fire Houses

Supplies power for communications, utilities and automatic doors in case of an outage on the public grid.

<u>Funding Source</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>TOTAL</u>
General Cash Capital	55	55	40	0	0	150
	55	55	40	0	0	150

☐ External Venting of Vehicle Exhaust

Provides attachments and vents such that vehicles running inside the facility may have their exhaust dispersed outside the facility.

<u>Funding Source</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>TOTAL</u>
General Cash Capital	70	0	0	0	0	70
	70	0	0	0	0	70

☐ Fire House Replacement

Provision and maintenance of infrastructure supporting public safety services.

<u>Funding Source</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>TOTAL</u>
General Debt	0	4,000	3,250	0	0	7,250
	0	4,000	3,250	0	0	7,250

☐ Goodman Street FH Roof

Provision and maintenance of infrastructure supporting public safety services.

<u>Funding Source</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>TOTAL</u>
General Cash Capital	120	0	0	0	0	120
	<u>120</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>120</u>

☐ Goodman Street FH Window Replacement

Provision and maintenance of infrastructure supporting public safety services.

<u>Funding Source</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>TOTAL</u>
General Cash Capital	50	0	0	0	0	50
	<u>50</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>50</u>

☐ Wisconsin Street FH Miscellaneous Repairs

Provision and maintenance of infrastructure supporting public safety services.

<u>Funding Source</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>TOTAL</u>
General Cash Capital	0	176	0	0	0	176
	<u>0</u>	<u>176</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>176</u>

P-20

Motor Equipment - Police

☐ Police Vehicles

Scheduled replacement of vehicles supporting patrol and investigation activities.

<u>Funding Source</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>TOTAL</u>
General Cash Capital	2,000	2,141	1,727	1,655	1,684	9,207
	<u>2,000</u>	<u>2,141</u>	<u>1,727</u>	<u>1,655</u>	<u>1,684</u>	<u>9,207</u>

P-21 **Small Equipment - Police** **Standard Allocation**

Replacement and acquisition of office equipment and other small equipment.

<u>Funding Source</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>TOTAL</u>
General Cash Capital	33	75	75	75	75	333
	<u>33</u>	<u>75</u>	<u>75</u>	<u>75</u>	<u>75</u>	<u>333</u>

P-23 **Information Systems - Police Department** **PCs Peripherals Upgrade**

Supports distributed information services.

<u>Funding Source</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>TOTAL</u>
General Cash Capital	150	150	150	150	150	750
	<u>150</u>	<u>150</u>	<u>150</u>	<u>150</u>	<u>150</u>	<u>750</u>

 Records Management

Upgrades centralized computer operation.

<u>Funding Source</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>TOTAL</u>
General Cash Capital	100	50	50	50	50	300
	<u>100</u>	<u>50</u>	<u>50</u>	<u>50</u>	<u>50</u>	<u>300</u>

P-31 **Equipment - Emergency Communications Department** **Small Equipment - ECD**

Replacement of office equipment and other small equipment.

<u>Funding Source</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>TOTAL</u>
General Cash Capital	60	30	30	30	30	180
	<u>60</u>	<u>30</u>	<u>30</u>	<u>30</u>	<u>30</u>	<u>180</u>

P-32 Motor Equipment - Emergency Communications Department

Emergency Communication Vehicles

Scheduled replacement of vehicles.

<u>Funding Source</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>TOTAL</u>
General Cash Capital	0	25	0	25	0	50
	<u>0</u>	<u>25</u>	<u>0</u>	<u>25</u>	<u>0</u>	<u>50</u>

P-35 Emergency Communications Facilities

Bullet Proof Glass Replacement

Repairs and renovations including security upgrades.

<u>Funding Source</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>TOTAL</u>
General Cash Capital	0	85	0	0	0	85
	<u>0</u>	<u>85</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>85</u>

P-41 Public Safety Facility Maintenance

Reimbursement to Monroe County

Planned expenditure to reimburse Monroe County for renovations made to the former City Public Safety Building.

<u>Funding Source</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>TOTAL</u>
General Cash Capital	250	0	0	0	0	250
	<u>250</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>250</u>

P-42 Street Lighting

Project Uplift

Enhanced street lighting where improvements will add to the public safety.

<u>Funding Source</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>TOTAL</u>
General Cash Capital	61	62	63	64	65	315
	<u>61</u>	<u>62</u>	<u>63</u>	<u>64</u>	<u>65</u>	<u>315</u>

☐ Purchase of Street Lighting Poles

Purchase 677 poles where luminaires belong to City and convert to high pressure sodium lamps.

<u>Funding Source</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>TOTAL</u>
General Cash Capital	135	0	0	0	0	135
	135	0	0	0	0	135

P-43	Public Safety Facility Improvements
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☐ Police Patrol Headquarters

Construction of Police Patrol Headquarters beginning with the East Side facility in 2004-05. Estimates reflect the best information available at the time of publication. There is a significant likelihood that more refined estimates will vary from the numbers presented here.

<u>Funding Source</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>TOTAL</u>
General Debt	0	0	3,200	0	0	3,200
REDCO	3,700	0	0	0	0	3,700
	3,700	0	3,200	0	0	6,900

Summary of Funding by Program: Public Safety

	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>Total</u>
P-10 Apparatus Replacement Program - Fire						
General Cash Capital	300	1,209	717	1,422	1,802	5,450
	300	1,209	717	1,422	1,802	5,450
P-11 Small Equipment - Fire						
General Cash Capital	332	437	521	536	506	2,332
	332	437	521	536	506	2,332
P-12 Motor Equipment - Fire						
General Cash Capital	15	85	90	95	100	385
	15	85	90	95	100	385
P-13 Information Systems - Fire Department						
General Cash Capital	100	75	75	75	60	385
	100	75	75	75	60	385
P-15 Fire Facilities						
General Cash Capital	318	231	40	0	0	589
General Debt	0	4,100	3,450	225	4,425	12,200
	318	4,331	3,490	225	4,425	12,789
P-20 Motor Equipment - Police						
General Cash Capital	2,000	2,141	1,727	1,655	1,684	9,207
	2,000	2,141	1,727	1,655	1,684	9,207
P-21 Small Equipment - Police						
General Cash Capital	33	75	75	75	75	333
	33	75	75	75	75	333

	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>Total</u>
P-23 Information Systems - Police Department						
General Cash Capital	250	200	200	200	200	1,050
	<u>250</u>	<u>200</u>	<u>200</u>	<u>200</u>	<u>200</u>	<u>1,050</u>
P-31 Equipment - Emergency Communications Department						
General Cash Capital	60	30	30	30	30	180
	<u>60</u>	<u>30</u>	<u>30</u>	<u>30</u>	<u>30</u>	<u>180</u>
P-32 Motor Equipment - Emergency Communications Department						
General Cash Capital	0	25	0	25	0	50
	<u>0</u>	<u>25</u>	<u>0</u>	<u>25</u>	<u>0</u>	<u>50</u>
P-35 Emergency Communications Facilities						
General Cash Capital	0	85	0	0	0	85
	<u>0</u>	<u>85</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>85</u>
P-41 Public Safety Facility Maintenance						
General Cash Capital	250	0	0	0	0	250
	<u>250</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>250</u>
P-42 Street Lighting						
General Cash Capital	196	62	63	64	65	450
	<u>196</u>	<u>62</u>	<u>63</u>	<u>64</u>	<u>65</u>	<u>450</u>
P-43 Public Safety Facility Improvements						
General Debt	0	0	3,200	0	0	3,200
REDCO	3,700	0	0	0	0	3,700
	<u>3,700</u>	<u>0</u>	<u>3,200</u>	<u>0</u>	<u>0</u>	<u>6,900</u>

	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>Total</u>
PUBLIC SAFETY TOTALS						
	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>Total</u>
General Cash Capital	3,854	4,655	3,538	4,177	4,522	20,746
General Debt	0	4,100	6,650	225	4,425	15,400
REDCO	3,700	0	0	0	0	3,700
	<u>7,554</u>	<u>8,755</u>	<u>10,188</u>	<u>4,402</u>	<u>8,947</u>	<u>39,846</u>

Renaissance 2010 Campaigns in Recreation and Culture

CIP Category	R-1	General Rehabilitation	Campaigns											
			1	2	3	4	5	6	7	8	9	10	11	
War Memorial Standard Allocation									x					
Trails				x		x					x	x		
Public Market Standard Allocation											x			
Manhattan Square Park				x	x			x	x		x		x	
DPRHS Standard Allocation				x	x					x		x		x
DPRHS Standard Allocation				x	x					x		x		x
Columbarium										x				
Cemeteries Standard Allocation										x				

CIP Category	R-2	Small Equipment Program	Campaigns											
			1	2	3	4	5	6	7	8	9	10	11	
Standard Allocation											x			

CIP Category	R-5	Motor Equipment	Campaigns											
			1	2	3	4	5	6	7	8	9	10	11	
Standard Allocation - Motor Equipment												x		

CIP Category	R-6	Library Materials and Equipment	Campaigns											
			1	2	3	4	5	6	7	8	9	10	11	
Library Materials Traditional Formats													x	

R2010 Campaigns

- | | | | |
|--|------------------------------------|--------------------------------------|----------------------------|
| 1 Involved Citizens | 4 Environmental Stewardship | 7 Quality Service | 10 Center City |
| 2 Educational Excellence | 5 Regional Partnerships | 8 Tourism Destination | 11 Arts and Culture |
| 3 Health, Safety and Responsibility | 6 Economic Vitality | 9 Healthy Urban Neighborhoods | |

CIP Category	R-7	Library Facilities	Campaigns											
			1	2	3	4	5	6	7	8	9	10	11	
Rundel Library		HVAC		x									x	
HVAC Upgrades - Arnett and Winton Branches				x									x	
Furniture and Equipment for Branches		Furniture and Equipment												x

R2010 Campaigns

- | | | | |
|--|------------------------------------|--------------------------------------|----------------------------|
| 1 Involved Citizens | 4 Environmental Stewardship | 7 Quality Service | 10 Center City |
| 2 Educational Excellence | 5 Regional Partnerships | 8 Tourism Destination | 11 Arts and Culture |
| 3 Health, Safety and Responsibility | 6 Economic Vitality | 9 Healthy Urban Neighborhoods | |

2004-05 TO 2008-09 CAPITAL IMPROVEMENT PROGRAM

RECREATION AND CULTURE

The Recreation and Culture category contains projects that promote the preservation and enhancement of recreational and cultural opportunities in the community.

New Programs

R-1 General Rehabilitation

Funds for a Columbarium and provided in the Cemetery Enterprise.

R-7 Library Facilities

HVAC improvements at the Arnett and Winton Branches will take place in 2004-05. Various facility improvements are detailed.

Program Changes

R-1 General Rehabilitation

Financial constraints result in a reduction of the allocation for maintenance and repair.

R-5 Motor Equipment

Financial constraints result in a one-year gap in funding for motor equipment.

R-1**General Rehabilitation****Cemeteries Standard Allocation**

<u>Funding Source</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>TOTAL</u>
Cemetery Cash Capital	64	66	67	160	160	517
	<u>64</u>	<u>66</u>	<u>67</u>	<u>160</u>	<u>160</u>	<u>517</u>

Columbarium

<u>Funding Source</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>TOTAL</u>
Cemetery Cash Capital	50	50	50	0	0	150
	<u>50</u>	<u>50</u>	<u>50</u>	<u>0</u>	<u>0</u>	<u>150</u>

DPRHS General Rehabilitation

<u>Funding Source</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>TOTAL</u>
General Cash Capital	250	251	252	253	254	1,260
General Debt	100	2,000	750	750	750	4,350
Library Cash Capital	0	300	0	0	0	300
Library Debt	0	1,600	0	0	0	1,600
Private	0	1,000	0	0	0	1,000
	<u>350</u>	<u>5,151</u>	<u>1,002</u>	<u>1,003</u>	<u>1,004</u>	<u>8,510</u>

High Falls District Standard Allocation

<u>Funding Source</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>TOTAL</u>
General Cash Capital	0	50	50	50	50	200
	<u>0</u>	<u>50</u>	<u>50</u>	<u>50</u>	<u>50</u>	<u>200</u>

☐ **Manhattan Square Park**

<u>Funding Source</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>TOTAL</u>
General Debt	1,000	1,000	2,000	2,000	3,000	9,000
	<u>1,000</u>	<u>1,000</u>	<u>2,000</u>	<u>2,000</u>	<u>3,000</u>	<u>9,000</u>

☐ **Public Market Internal and Area Improvements**

<u>Funding Source</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>TOTAL</u>
Public Market Debt	0	300	300	0	0	600
	<u>0</u>	<u>300</u>	<u>300</u>	<u>0</u>	<u>0</u>	<u>600</u>

☐ **Public Market Standard Allocation**

<u>Funding Source</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>TOTAL</u>
Public Market Cash Capital	23	25	27	29	31	135
	<u>23</u>	<u>25</u>	<u>27</u>	<u>29</u>	<u>31</u>	<u>135</u>

☐ **Trails**

<u>Funding Source</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>TOTAL</u>
General Cash Capital	112	250	250	250	250	1,112
	<u>112</u>	<u>250</u>	<u>250</u>	<u>250</u>	<u>250</u>	<u>1,112</u>

☐ **War Memorial Standard Allocation**

<u>Funding Source</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>TOTAL</u>
War Memorial Cash Capital	18	62	63	64	66	273
	<u>18</u>	<u>62</u>	<u>63</u>	<u>64</u>	<u>66</u>	<u>273</u>

R-2 Small Equipment Program

☐ Standard Allocation

<u>Funding Source</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>TOTAL</u>
Cemetery Cash Capital	12	13	14	15	16	70
War Memorial Cash Capital	60	62	64	65	66	317
	<u>72</u>	<u>75</u>	<u>78</u>	<u>80</u>	<u>82</u>	<u>387</u>

☐ Standard Allocation - Small Equipment

<u>Funding Source</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>TOTAL</u>
General Cash Capital	64	66	68	70	75	343
	<u>64</u>	<u>66</u>	<u>68</u>	<u>70</u>	<u>75</u>	<u>343</u>

R-5 Motor Equipment

☐ Recreation and Parks Vehicles

<u>Funding Source</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>TOTAL</u>
General Cash Capital	0	247	271	388	410	1,316
	<u>0</u>	<u>247</u>	<u>271</u>	<u>388</u>	<u>410</u>	<u>1,316</u>

☐ Standard Allocation - Motor Equipment

<u>Funding Source</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>TOTAL</u>
Cemetery Cash Capital	121	128	122	102	115	588
	<u>121</u>	<u>128</u>	<u>122</u>	<u>102</u>	<u>115</u>	<u>588</u>

R-6 Library Materials and Equipment

**Library Materials Traditional
Formats**

<u>Funding Source</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>TOTAL</u>
Library Cash Capital	378	484	508	533	560	2,463
	<u>378</u>	<u>484</u>	<u>508</u>	<u>533</u>	<u>560</u>	<u>2,463</u>

R-7 Library Facilities

**Arnett Youth Services Room
Renovation**

<u>Funding Source</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>TOTAL</u>
Library Cash Capital	0	96	0	0	0	96
	<u>0</u>	<u>96</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>96</u>

**HVAC Upgrades - Arnett and
Winton Branches**

<u>Funding Source</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>TOTAL</u>
Library Cash Capital	113	0	0	0	0	113
	<u>113</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>113</u>

**Lyell Avenue Library Branch
Meeting Room**

<u>Funding Source</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>TOTAL</u>
Library Cash Capital	300	0	0	0	0	300
	<u>300</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>300</u>

**Maplewood Back Room
Renovation**

<u>Funding Source</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>TOTAL</u>
Library Cash Capital	0	0	50	0	0	50
	0	0	50	0	0	50

Rundel Library HVAC

<u>Funding Source</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>TOTAL</u>
Library Cash Capital	63	64	65	66	68	326
	63	64	65	66	68	326

**Wheatley Youth Services Room
Renovation**

<u>Funding Source</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>TOTAL</u>
Library Cash Capital	0	0	100	0	0	100
	0	0	100	0	0	100

R-9

Library Motor Equipment

Standard Allocation

<u>Funding Source</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>TOTAL</u>
Library Cash Capital	0	25	0	0	0	25
	0	25	0	0	0	25

Summary of Funding by Program: Recreation and Culture

	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>Total</u>
R-1 General Rehabilitation						
Cemetery Cash Capital	114	116	117	160	160	667
General Cash Capital	362	551	552	553	554	2,572
General Debt	1,100	3,000	2,750	2,750	3,750	13,350
Library Cash Capital	0	300	0	0	0	300
Library Debt	0	1,600	0	0	0	1,600
Private	0	1,000	0	0	0	1,000
Public Market Cash Capital	23	25	27	29	31	135
Public Market Debt	0	300	300	0	0	600
War Memorial Cash Capital	18	62	63	64	66	273
	<u>1,617</u>	<u>6,954</u>	<u>3,809</u>	<u>3,556</u>	<u>4,561</u>	<u>20,497</u>
R-2 Small Equipment Program						
Cemetery Cash Capital	12	13	14	15	16	70
General Cash Capital	64	66	68	70	75	343
War Memorial Cash Capital	60	62	64	65	66	317
	<u>136</u>	<u>141</u>	<u>146</u>	<u>150</u>	<u>157</u>	<u>730</u>
R-5 Motor Equipment						
Cemetery Cash Capital	121	128	122	102	115	588
General Cash Capital	0	247	271	388	410	1,316
	<u>121</u>	<u>375</u>	<u>393</u>	<u>490</u>	<u>525</u>	<u>1,904</u>
R-6 Library Materials and Equipment						
Library Cash Capital	378	484	508	533	560	2,463
	<u>378</u>	<u>484</u>	<u>508</u>	<u>533</u>	<u>560</u>	<u>2,463</u>

	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>Total</u>
R-7 Library Facilities						
Library Cash Capital	476	180	235	86	88	1,065
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	476	180	235	86	88	1,065

R-9 Library Motor Equipment						
Library Cash Capital	0	25	0	0	0	25
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	0	25	0	0	0	25

RECREATION AND CULTURE TOTALS

	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>Total</u>
Cemetery Cash Capital	247	257	253	277	291	1,325
General Cash Capital	426	864	891	1,011	1,039	4,231
General Debt	1,100	3,000	2,750	2,750	3,750	13,350
Library Cash Capital	854	989	743	619	648	3,853
Library Debt	0	1,600	0	0	0	1,600
Private	0	1,000	0	0	0	1,000
Public Market Cash Capital	23	25	27	29	31	135
Public Market Debt	0	300	300	0	0	600
War Memorial Cash Capital	78	124	127	129	132	590
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	2,728	8,159	5,091	4,815	5,891	26,684

Renaissance 2010 Campaigns in General City Development

CIP Category	G-3	Land Acquisition and Demolition	Campaigns										
			1	2	3	4	5	6	7	8	9	10	11
Acquisition & Demolition/Community Development		Standard Allocation						x			x		

CIP Category	G-4	Municipal Garage Renovations	Campaigns										
			1	2	3	4	5	6	7	8	9	10	11
Standard Allocation		General Rehabilitation							x				

CIP Category	G-6	Parking Meters and Garage Equipment	Campaigns										
			1	2	3	4	5	6	7	8	9	10	11
Parking Meters									x				

CIP Category	G-7	Port of Rochester	Campaigns										
			1	2	3	4	5	6	7	8	9	10	11
Transient Marina River Wall		North Marina Segment	x			x	x	x		x	x		
Transient Marina Facilities			x				x	x		x			
Riverfront Development III						x	x	x		x			
Riverfront Development II			x			x	x	x		x	x		

CIP Category	G-8	Special Projects	Campaigns										
			1	2	3	4	5	6	7	8	9	10	11
Olean/Kennedy Housing			x					x			x		
Olean/Kennedy Housing			x					x			x		
Historic Aqueduct Redevelopment			x	x			x	x		x		x	

R2010 Campaigns

- | | | | |
|--|------------------------------------|--------------------------------------|----------------------------|
| 1 Involved Citizens | 4 Environmental Stewardship | 7 Quality Service | 10 Center City |
| 2 Educational Excellence | 5 Regional Partnerships | 8 Tourism Destination | 11 Arts and Culture |
| 3 Health, Safety and Responsibility | 6 Economic Vitality | 9 Healthy Urban Neighborhoods | |

Historic Aqueduct Redevelopment	x	x	x	x	x
Downtown Streetscape			x	x	x

R2010 Campaigns

- | | | | |
|--|------------------------------------|--------------------------------------|----------------------------|
| 1 Involved Citizens | 4 Environmental Stewardship | 7 Quality Service | 10 Center City |
| 2 Educational Excellence | 5 Regional Partnerships | 8 Tourism Destination | 11 Arts and Culture |
| 3 Health, Safety and Responsibility | 6 Economic Vitality | 9 Healthy Urban Neighborhoods | |

2004-05 TO 2008-09 CAPITAL IMPROVEMENT PROGRAM

GENERAL CITY DEVELOPMENT

The General City Development Category consists of projects to preserve and enhance the employment, economy, and tax base of the City, including: neighborhood physical improvements, infrastructure to support industrial and commercial development, and the development of parking facilities.

The Port of Rochester

This project involves the redevelopment of Rochester's Port including support for a Fast Ferry to serve Rochester and Toronto, Ontario, Canada.

Components of this program include a Ferry Terminal, Marina, and Garage as well as port access roads, river channel dredging, the provision of boat slips, and rehabilitation of the former train station in the immediate vicinity, and the acquisition of property from CSX.

The Transient Marina and River Wall are reprogrammed out one year until 2005-06.

The Multi-Modal Transportation Center is reprogrammed out one year until 2005-06.

A Fire Boat, to be purchased with Federal Funds, is scheduled for 2005-06.

G-8 Olean Kennedy Housing

Funds are included for road construction in support of this project in 2004-05.

Program Changes

G-3 Land Acquisition and Development

Existing funds for the Challenged Streets Program permit a one-year funding hiatus in 2004-05.

G-4 Municipal Garage Renovations

This allocation is reduced from planned levels following the annual review of available resources within the Parking Enterprise.

G-8 Charles Carroll Park/Crossroads Garage

The projects are deferred and split into two components. Structural and essential improvements are planned for 2006-07. Further development of the facilities is delayed until 2008-09.

G-8 Historic Aqueduct Improvement

This project is delayed one year until 2005-06.

G-8 Housing Initiatives

The total allocation for housing is below the planned total for Market Rate Housing and Downtown Housing in 2004-05 due to budget constraints.

G-3

Land Acquisition and Demolition

Acquisition & Demolition/Community Development

This is to purchase land for development or other purposes and to support demolition of buildings.

<u>Funding Source</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>TOTAL</u>
General Cash Capital	2,100	2,000	2,000	2,000	2,000	10,100
	2,100	2,000	2,000	2,000	2,000	10,100

Acquisition & Demolition/Economic Development

This is to purchase land for development or other purposes and to support demolition of buildings.

<u>Funding Source</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>TOTAL</u>
General Cash Capital	1,200	1,200	1,400	1,600	1,800	7,200
	1,200	1,200	1,400	1,600	1,800	7,200

Acquisition & Demolition/NET

This is to purchase land for development or other purposes and to support demolition of buildings.

<u>Funding Source</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>TOTAL</u>
General Cash Capital	0	400	200	200	200	1,000
	0	400	200	200	200	1,000

G-4

Municipal Garage Renovations

Standard Allocation

Repairs, replacements and renovations at ramp garages.

<u>Funding Source</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>TOTAL</u>
Parking Cash Capital	405	520	536	552	568	2,581
	405	520	536	552	568	2,581

G-6 **Parking Meters and Garage Equipment**

Parking Meters

Repair and installation of curbside meter an miscellaneous equipment in ramp garages.

<u>Funding Source</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>TOTAL</u>
Parking Cash Capital	90	94	98	101	105	488
	90	94	98	101	105	488

G-7 **Port of Rochester**

Fire Boat

Water-borne fire fighting platform to be used in conjunction with Port operations.

<u>Funding Source</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>TOTAL</u>
Federal	0	475	0	0	0	475
	0	475	0	0	0	475

Multi-Modal Transportation Center

Construction of multi-modal transportation center including parking garage.

<u>Funding Source</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>TOTAL</u>
Federal	0	5,200	0	0	0	5,200
General Debt	0	2,000	0	0	0	2,000
	0	7,200	0	0	0	7,200

Riverfront Development II

Port District construction and amenities.

<u>Funding Source</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>TOTAL</u>
General Debt	2,000	0	0	0	0	2,000
	2,000	0	0	0	0	2,000

☐ Riverfront Development III

South Boat Launch Segment, river wall segment and boat launch relocation.

<u>Funding Source</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>TOTAL</u>
General Debt	500	4,200	0	0	0	4,700
	<hr/> 500	<hr/> 4,200	<hr/> 0	<hr/> 0	<hr/> 0	<hr/> 4,700

☐ Transient Marina Facilities

Excavation, dredging, quay wall construction, utility connections, floating dock slips and mounting devices.

<u>Funding Source</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>TOTAL</u>
General Debt	2,907	1,693	0	0	0	4,600
	<hr/> 2,907	<hr/> 1,693	<hr/> 0	<hr/> 0	<hr/> 0	<hr/> 4,600

☐ Transient Marina River Wall

North Marina segment.

<u>Funding Source</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>TOTAL</u>
General Debt	2,600	0	0	0	0	2,600
	<hr/> 2,600	<hr/> 0	<hr/> 0	<hr/> 0	<hr/> 0	<hr/> 2,600

G-8

Special Projects

☐ Charles Carroll Park - Genesee Crossroads Park

Essential repairs and replacements at the Crossroads Garage and Charles Carroll Park. Consideration of further improvements is intended for FY 2008-09.

<u>Funding Source</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>TOTAL</u>
General Debt	0	0	300	0	1,700	2,000
Parking Debt	0	0	500	0	1,500	2,000
	<hr/> 0	<hr/> 0	<hr/> 800	<hr/> 0	<hr/> 3,200	<hr/> 4,000

Capital Improvement Program

 Downtown Streetscape

Trees, grates, benches, pavement, lights, etc.

<u>Funding Source</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>TOTAL</u>
General Cash Capital	82	85	88	91	94	440
	<hr/> 82	<hr/> 85	<hr/> 88	<hr/> 91	<hr/> 94	<hr/> 440

 Historic Aqueduct Redevelopment

Renovation of the Broad Street Aqueduct.

<u>Funding Source</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>TOTAL</u>
Federal	507	3,378	0	0	0	3,885
General Debt	0	387	0	0	0	387
New York State	71	454	0	0	0	525
	<hr/> 578	<hr/> 4,219	<hr/> 0	<hr/> 0	<hr/> 0	<hr/> 4,797

 Housing Initiatives

The support and development of market rate housing city wide.

<u>Funding Source</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>TOTAL</u>
General Cash Capital	300	300	300	300	300	1,500
	<hr/> 300	<hr/> 1,500				

 NBN Streetscape Amenities

Trees, grates, benches, pavement, lights, etc.

<u>Funding Source</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>TOTAL</u>
General Cash Capital	0	250	250	250	250	1,000
	<hr/> 0	<hr/> 250	<hr/> 250	<hr/> 250	<hr/> 250	<hr/> 1,000

 **Olean/Kennedy Housing**

Infrastructure development and construction in conjunction with the Rochester Housing Authority for new housing at this location.

<u>Funding Source</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>TOTAL</u>
CDBG	1,125	0	0	0	0	1,125
General Debt	542	0	0	0	0	542
	<u>1,667</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,667</u>

Summary of Funding by Program: General Development

	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>Total</u>
G-3 Land Acquisition and Demolition						
General Cash Capital	3,300	3,600	3,600	3,800	4,000	18,300
	3,300	3,600	3,600	3,800	4,000	18,300
G-4 Municipal Garage Renovations						
Parking Cash Capital	405	520	536	552	568	2,581
	405	520	536	552	568	2,581
G-6 Parking Meters and Garage Equipment						
Parking Cash Capital	90	94	98	101	105	488
	90	94	98	101	105	488
G-7 Port of Rochester						
Federal	0	5,675	0	0	0	5,675
General Debt	8,007	7,893	0	0	0	15,900
	8,007	13,568	0	0	0	21,575
G-8 Special Projects						
CDBG	1,125	0	0	0	0	1,125
Federal	507	3,378	0	0	0	3,885
General Cash Capital	382	585	388	391	394	2,140
General Cash Capital	0	250	250	250	250	1,000
General Debt	542	387	300	0	1,700	2,929
New York State	71	454	0	0	0	525
Parking Debt	0	0	500	0	1,500	2,000
	2,627	4,469	1,050	391	3,594	11,464

GENERAL DEVELOPMENT TOTALS

	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>Total</u>
CDBG	1,125	0	0	0	0	1,125
Federal	507	9,053	0	0	0	9,560
General Cash Capital	3,682	4,435	4,238	4,441	4,644	21,440
General Debt	8,549	8,280	300	0	1,700	18,829
New York State	71	454	0	0	0	525
Parking Cash Capital	495	614	634	653	673	3,069
Parking Debt	0	0	500	0	1,500	2,000
	<u>14,429</u>	<u>22,836</u>	<u>5,672</u>	<u>5,094</u>	<u>8,517</u>	<u>56,548</u>

Renaissance 2010 Campaigns in Facilities and Equipment

CIP Category	F-1	Building Renovation Program	Campaigns																	
			1	2	3	4	5	6	7	8	9	10	11							
Carpeting/Records Management												x								
Asbestos Management													x							
City Hall Annual Allocation													x							
City Hall Elevator Improvements													x							
City Hall Generator													x							
CVMF Lift Replacement													x							
DES Mt Read Facilities													x							
General Rehabilitation													x							
New York State Power Authority													x							
Operations Center Generator													x							
Security Improvements													x							
Telephone System Maintenance													x							
City Hall Exterior Renovations													x	x						
Colfax Street Facility		Standard Allocation				x	x						x							
Colfax Street Roofing and Flooring						x	x						x							

CIP Category	F-2	Hazardous Waste Remediation	Campaigns																	
			1	2	3	4	5	6	7	8	9	10	11							
Investigation and Remediation		Remedial system operations-Sites				x	x	x	x					x						

R2010 Campaigns

- | | | | |
|--|------------------------------------|--------------------------------------|----------------------------|
| 1 Involved Citizens | 4 Environmental Stewardship | 7 Quality Service | 10 Center City |
| 2 Educational Excellence | 5 Regional Partnerships | 8 Tourism Destination | 11 Arts and Culture |
| 3 Health, Safety and Responsibility | 6 Economic Vitality | 9 Healthy Urban Neighborhoods | |

CIP Category	F-3	Technology Efficiency Investments	Campaigns										
			1	2	3	4	5	6	7	8	9	10	11

Network/Central Computer Resources		Network								x			
Office Automation		Replacement Allocation								x			

CIP Category	F-4	Office Equipment	Campaigns										
			1	2	3	4	5	6	7	8	9	10	11

All City Departments										x			
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CIP Category	F-5	Duplicating Equipment	Campaigns										
			1	2	3	4	5	6	7	8	9	10	11

Duplicating Equipment - Standard Allocation		Finance - Purchasing Bureau								x			
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CIP Category	F-6	Small Equipment	Campaigns										
			1	2	3	4	5	6	7	8	9	10	11

Economic Development		Municipal Parking								x			
Environmental Services										x			
Environmental Services		Toter replacement program								x			

CIP Category	F-7	Motor Equipment	Campaigns										
			1	2	3	4	5	6	7	8	9	10	11

All City Departments										x			
Economic Development										x			

CIP Category	F-8	Tree Maintenance	Campaigns										
			1	2	3	4	5	6	7	8	9	10	11

Forestry Tree Maintenance Program		Planting and Systematic Pruning											x
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R2010 Campaigns

- | | | | |
|--|------------------------------------|--------------------------------------|----------------------------|
| 1 Involved Citizens | 4 Environmental Stewardship | 7 Quality Service | 10 Center City |
| 2 Educational Excellence | 5 Regional Partnerships | 8 Tourism Destination | 11 Arts and Culture |
| 3 Health, Safety and Responsibility | 6 Economic Vitality | 9 Healthy Urban Neighborhoods | |

CIP Category	F-9	Upkeep of City Owned Property	Campaigns										
			1	2	3	4	5	6	7	8	9	10	11
Upkeep of City Acquired Property										x		x	

R2010 Campaigns

- | | | | |
|--|------------------------------------|--------------------------------------|----------------------------|
| 1 Involved Citizens | 4 Environmental Stewardship | 7 Quality Service | 10 Center City |
| 2 Educational Excellence | 5 Regional Partnerships | 8 Tourism Destination | 11 Arts and Culture |
| 3 Health, Safety and Responsibility | 6 Economic Vitality | 9 Healthy Urban Neighborhoods | |

2004-05 TO 2008-09 CAPITAL IMPROVEMENT PROGRAM

FACILITIES AND EQUIPMENT

The Facilities and Equipment category includes projects to preserve City-owned facilities and equipment as well as to improve automated information systems.

New Programs

F-1 Building Renovation Program

Updating of the elevators at City Hall as well as emergency generators at City Hall and the DES Operations Center are included. Replacement of vehicle lifts at the Central Vehicle Maintenance Facility begins in 2005-06.

Program Changes

F-8 Forestry Tree Maintenance Program

For the first time, New York State funding is planned for this program.

F-1

Building Renovation Program

Asbestos Management

Implementation of the Asbestos Management Study completed in 2001.

<u>Funding Source</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>TOTAL</u>
General Cash Capital	80	80	80	80	80	400
	80	80	80	80	80	400

City Hall Annual Allocation

Repairs and replacements of building systems and components.

<u>Funding Source</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>TOTAL</u>
General Cash Capital	69	71	73	75	79	367
	69	71	73	75	79	367

City Hall Elevator Improvements

Cyclical refurbishment of the three elevators.

<u>Funding Source</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>TOTAL</u>
General Cash Capital	365	0	0	0	0	365
	365	0	0	0	0	365

City Hall Exterior Renovations

Repair, replacement and restoration of the slate roof, 'A' building windows and Medina stone.

<u>Funding Source</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>TOTAL</u>
General Debt	0	2,000	4,000	4,300	0	10,300
	0	2,000	4,000	4,300	0	10,300

City Hall Generator

Emergency backup generator for City Hall.

<u>Funding Source</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>TOTAL</u>
General Debt	300	0	0	0	0	300
	300	0	0	0	0	300

Colfax Street Facility

Maintenance and repair of the Refuse Enterprise facility on Colfax Street.

<u>Funding Source</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>TOTAL</u>
Refuse Cash Capital	40	42	44	46	48	220
	40	42	44	46	48	220

Colfax Street Roofing and Flooring

Major overhaul of building systems at Refuse Collection.

<u>Funding Source</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>TOTAL</u>
Refuse Cash Capital	0	445	505	0	0	950
	0	445	505	0	0	950

CVMF Lift Replacement

Systematic replacement of various lifts at the Central Vehicles Maintenance Facility

<u>Funding Source</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>TOTAL</u>
General Cash Capital	0	42	42	42	42	168
Local Works Cash Capital	0	42	42	42	42	168
Refuse Cash Capital	0	42	42	42	42	168
Water Cash Capital	0	16	16	16	16	64
	0	142	142	142	142	568

DES Mt Read Facilities

Provides an annual allocation for the upkeep of the Operations Center, Central Vehicle Maintenance Facility and the salt shed.

<u>Funding Source</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>TOTAL</u>
Local Works Cash Capital	42	44	46	48	50	230
	42	44	46	48	50	230

DES Mt. Read Facilities

Provides an annual allocation for the upkeep of the Operations Center, Central Vehicle Maintenance Facility and the salt shed.

<u>Funding Source</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>TOTAL</u>
General Cash Capital	73	75	77	79	81	385
	<u>73</u>	<u>75</u>	<u>77</u>	<u>79</u>	<u>81</u>	<u>385</u>

General Rehabilitation

Regular renovation, repair and replacement of structural components at city facilities as prioritized in an annual review.

<u>Funding Source</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>TOTAL</u>
General Cash Capital	1,053	565	600	635	695	3,548
	<u>1,053</u>	<u>565</u>	<u>600</u>	<u>635</u>	<u>695</u>	<u>3,548</u>

New York State Power Authority

Payments to the New York Power Authority for cooperative major improvements to selected HVAC and electrical systems.

<u>Funding Source</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>TOTAL</u>
General Cash Capital	392	291	291	291	291	1,556
	<u>392</u>	<u>291</u>	<u>291</u>	<u>291</u>	<u>291</u>	<u>1,556</u>

Operations Center Generator

Back up Power Supply for the Mt. Read Facility.

<u>Funding Source</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>TOTAL</u>
General Cash Capital	124	0	0	0	0	124
Local Works Cash Capital	71	0	0	0	0	71
	<u>195</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>195</u>

Security Improvements

Provides for Security Improvements at City facilities.

<u>Funding Source</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>TOTAL</u>
General Cash Capital	100	100	100	100	100	500
	<u>100</u>	<u>100</u>	<u>100</u>	<u>100</u>	<u>100</u>	<u>500</u>

☐ Telephone System Maintenance

Maintains the city-owned phone system.

<u>Funding Source</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>TOTAL</u>
General Cash Capital	0	50	50	50	50	200
	0	50	50	50	50	200

F-2 Hazardous Waste Remediation

☐ Investigation and Remediation

Funding for the investigation and remediation of inactive hazardous waste sites within the City's jurisdiction.

<u>Funding Source</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>TOTAL</u>
General Cash Capital	1,168	1,250	890	0	0	3,308
General Debt	850	1,100	1,750	900	0	4,600
	2,018	2,350	2,640	900	0	7,908

F-3 Technology Efficiency Investments

☐ Network/Central Computer Resources

Hardware, software and infrastructure to maintain and enhance information systems networks

<u>Funding Source</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>TOTAL</u>
General Cash Capital	200	330	360	390	420	1,700
	200	330	360	390	420	1,700

☐ Office Automation

New and replacement installations of personal computers and terminals. An annual installation plan is developed by the Department of Finance.

<u>Funding Source</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>TOTAL</u>
General Cash Capital	200	220	240	260	280	1,200
	200	220	240	260	280	1,200

F-4	Office Equipment
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Administration

Routine replacement of office furnishings.

<u>Funding Source</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>TOTAL</u>
General Cash Capital	0	12	12	12	12	48
	0	12	12	12	12	48

Communications - Video Equipment

Routine replacement of office furnishings.

<u>Funding Source</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>TOTAL</u>
General Cash Capital	5	5	5	5	5	25
	5	5	5	5	5	25

Community Development

Routine replacement of office furnishings.

<u>Funding Source</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>TOTAL</u>
General Cash Capital	0	12	12	12	12	48
	0	12	12	12	12	48

Economic Development

Routine replacement of office furnishings.

<u>Funding Source</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>TOTAL</u>
Parking Cash Capital	1	1	1	1	1	5
	1	1	1	1	1	5

Environmental Services

Routine replacement of office furnishings.

<u>Funding Source</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>TOTAL</u>
General Cash Capital	0	12	12	12	12	48
Refuse Cash Capital	4	4	4	4	4	20
	4	16	16	16	16	68

Environmental Services/Water Bureau

Routine replacement of office furnishings.

<u>Funding Source</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>TOTAL</u>
Water Cash Capital	12	12	12	12	12	60
	12	12	12	12	12	60

Finance

Routine replacement of office furnishings.

<u>Funding Source</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>TOTAL</u>
General Cash Capital	0	12	12	12	12	48
	0	12	12	12	12	48

Parks Recreation and Human Services

Routine replacement of office furnishings.

<u>Funding Source</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>TOTAL</u>
General cash Capital	12	12	12	12	12	60
	12	12	12	12	12	60

F-5

Duplicating Equipment

Duplicating Equipment - Standard Allocation

Regular replacement of central and some distributed duplicating equipment.

<u>Funding Source</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>TOTAL</u>
General Cash Capital	0	16	23	65	35	139
	0	16	23	65	35	139

F-6

Small Equipment

Economic Development

Provision for the acquisition of new and replacement small items.

<u>Funding Source</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>TOTAL</u>
Parking Cash Capital	49	100	20	0	0	169
	<u>49</u>	<u>100</u>	<u>20</u>	<u>0</u>	<u>0</u>	<u>169</u>

Environmental Services

Provision for the acquisition of new and replacement small items.

<u>Funding Source</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>TOTAL</u>
Local Works Cash Capital	17	17	19	20	21	94
Refuse Cash Capital	158	163	169	175	181	846
Refuse Cash Capital	748	0	0	0	0	748
Water Cash Capital	50	45	57	45	45	242
	<u>973</u>	<u>225</u>	<u>245</u>	<u>240</u>	<u>247</u>	<u>1,930</u>

Environmental Services - Small Equipment

Provision for the acquisition of new and replacement small items.

<u>Funding Source</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>TOTAL</u>
General Cash Capital	50	50	50	50	50	250
	<u>50</u>	<u>50</u>	<u>50</u>	<u>50</u>	<u>50</u>	<u>250</u>

F-7

Motor Equipment

Motor Equipment - DES Commissioner

Standard allocation.

<u>Funding Source</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>TOTAL</u>
General Cash Capital	0	16	62	18	47	143
	<u>0</u>	<u>16</u>	<u>62</u>	<u>18</u>	<u>47</u>	<u>143</u>

Motor Equipment - DES Operations

Standard allocation.

<u>Funding Source</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>TOTAL</u>
General Cash Capital	945	1,007	736	2,550	509	5,747
	945	1,007	736	2,550	509	5,747

Motor Equipment - Engineering

Standard allocation.

<u>Funding Source</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>TOTAL</u>
General Cash Capital	0	56	0	0	60	116
	0	56	0	0	60	116

Motor Equipment - Refuse Collection

This provides for scheduled replacement Refuse Packers, Recycling Truck and utility vehicles used in support of Refuse Collection.

<u>Funding Source</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>TOTAL</u>
Refuse Cash Capital	448	3,513	3,831	2,670	1,724	12,186
	448	3,513	3,831	2,670	1,724	12,186

Motor Equipment - Water Bureau

Standard allocation.

<u>Funding Source</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>TOTAL</u>
Water Cash Capital	348	677	563	283	664	2,535
	348	677	563	283	664	2,535

Motor Equipment- DES Operations

Standard allocation.

<u>Funding Source</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>TOTAL</u>
Local Works Cash Capital	986	2,343	405	2,682	941	7,357
	986	2,343	405	2,682	941	7,357

☐ Municipal Parking Motor Equipment

Scheduled replacement of vehicles.

<u>Funding Source</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>TOTAL</u>
Parking Cash Capital	0	0	30	0	30	60
	0	0	30	0	30	60

F-8 Tree Maintenance

☐ Forestry Tree Maintenance Program

Planting and upkeep of City trees.

<u>Funding Source</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>TOTAL</u>
General Cash Capital	50	336	346	355	400	1,487
New York State	286	0	0	0	400	686
	336	336	346	355	800	2,173

F-9 Upkeep of City Owned Property

☐ Upkeep of City Acquired Property

Pilot project to test higher level of maintenance of properties taken by foreclosure or other means.

<u>Funding Source</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>TOTAL</u>
General Cash Capital	50	100	100	100	100	450
	50	100	100	100	100	450

Summary of Funding by Program: Facilities and Equipment

	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>Total</u>
F-1 Building Renovation Program						
General Cash Capital	2,256	1,274	1,313	1,352	1,418	7,613
General Debt	300	2,000	4,000	4,300	0	10,600
Local Works Cash Capital	113	86	88	90	92	469
Refuse Cash Capital	40	529	591	88	90	1,338
Water Cash Capital	0	16	16	16	16	64
	2,709	3,905	6,008	5,846	1,616	20,084
F-2 Hazardous Waste Remediation						
General Cash Capital	1,168	1,250	890	0	0	3,308
General Debt	850	1,100	1,750	900	0	4,600
	2,018	2,350	2,640	900	0	7,908
F-3 Technology Efficiency Investments						
General Cash Capital	400	550	600	650	700	2,900
	400	550	600	650	700	2,900
F-4 Office Equipment						
General cash Capital	17	65	65	65	65	277
Parking Cash Capital	1	1	1	1	1	5
Refuse Cash Capital	4	4	4	4	4	20
Water Cash Capital	12	12	12	12	12	60
	34	82	82	82	82	362
F-5 Duplicating Equipment						
General Cash Capital	0	16	23	65	35	139
	0	16	23	65	35	139

	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>Total</u>
F-6 Small Equipment						
General Cash Capital	50	50	50	50	50	250
Local Works Cash Capital	17	17	19	20	21	94
Parking Cash Capital	49	100	20	0	0	169
Refuse Cash Capital	906	163	169	175	181	1,594
Water Cash Capital	50	45	57	45	45	242
	<u>1,072</u>	<u>375</u>	<u>315</u>	<u>290</u>	<u>297</u>	<u>2,349</u>
F-7 Motor Equipment						
General Cash Capital	945	1,275	886	2,600	718	6,424
Local Works Cash Capital	986	2,343	405	2,682	941	7,357
Parking Cash Capital	0	0	30	0	30	60
Refuse Cash Capital	448	3,513	3,831	2,670	1,724	12,186
Water Cash Capital	348	677	563	283	664	2,535
	<u>2,727</u>	<u>7,808</u>	<u>5,715</u>	<u>8,235</u>	<u>4,077</u>	<u>28,562</u>
F-8 Tree Maintenance						
General Cash Capital	50	336	346	355	400	1,487
New York State	286	0	0	0	400	686
	<u>336</u>	<u>336</u>	<u>346</u>	<u>355</u>	<u>800</u>	<u>2,173</u>
F-9 Upkeep of City Owned Property						
General Cash Capital	50	100	100	100	100	450
	<u>50</u>	<u>100</u>	<u>100</u>	<u>100</u>	<u>100</u>	<u>450</u>

2004-05 2005-06 2006-07 2007-08 2008-09 Total

FACILITIES AND EQUIPMENT TOTALS

	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>Total</u>
General Cash Capital	4,936	4,916	4,273	5,237	3,486	22,848
General Debt	1,150	3,100	5,750	5,200	0	15,200
Local Works Cash Capital	1,116	2,446	512	2,792	1,054	7,920
New York State	286	0	0	0	400	686
Parking Cash Capital	50	101	51	1	31	234
Refuse Cash Capital	1,398	4,209	4,595	2,937	1,999	15,138
Water Cash Capital	410	750	648	356	737	2,901
	9,346	15,522	<u>15,829</u>	16,523	7,707	64,927

The Budget records personnel resources in a number of ways. First, individuals may be employed in either full time, part time, temporary, or seasonal capacities. A full time employee works a standard work week on a year round basis. The number of hours per week may vary depending on unit assignment and the nature of the job. Part time employees also work on a year round basis, but for less than the standard work week. Temporary employees work standard work weeks, but for a fixed period, usually not more than eighteen months. Seasonal employees work hours that are determined by the jobs to which they are assigned, usually for short periods, e.g., the Summer. While most of the City's personnel resources are allocated to full time positions, use of part time, temporary, and seasonal positions provides an efficient and flexible means of meeting peak work load requirements. These other than full time positions are aggregated in some Budget presentations.

Secondly, all full time positions are recorded in the Budget by job titles. In every unit with assigned personnel, a display indicates the job titles assigned to that unit and the number of full time positions authorized for each title. All job titles are assigned to pay brackets that represent the compensation range for the position. The salary and wage schedules at the back of this section present the range for each bracket.

Overtime, the practice of extending work beyond the regular work week hours, is also explicitly accounted for in the Budget. Carefully managed overtime provides a flexible extension of the City's experienced workforce.

Finally, the Budget accounts for a Vacancy Factor, the difference between the allocation actually required for personnel compensation and that which would be required if every position were filled at all times. Some number of positions are always unfilled at a given moment. Vacancy factors differ among units, based on the size of the unit and the turnover rates experienced by various elements of the work force.

Personnel resources are approximated in "Employee Years". Each full time position represents one Employee Year regardless of actual assigned hours, which vary. Part time, temporary, and seasonal positions are expressed

as fractions of a full time Employee Year based on the numbers of hours to be worked in relation to the hours to be worked by a full time equivalent position or by salary averaging; fractions are to one decimal place, i.e., one-tenth of an Employee Year. Overtime and vacancy factors are similarly approximated.

The Employee Year allocations are approximated by adding that unit of measure for all full time, part time, temporary, seasonal, and overtime assistance and subtracting the vacancy allowance, as in the following example:

Employee Years	
Full Time Positions	21.0
Overtime	1.7
Part Time, Temporary, and Seasonal	2.3
LESS: Vacancy Allowance	<u>1.1</u>
	23.9

Some presentations in the Budget show the assignment of fractional full time positions (e.g., 1.5 full time positions) to reflect sharing of positions among various activities and the corresponding allocation of costs to each activity. This practice is common in the Department of Environmental Services, Bureau of Operations. Here workload requirements change throughout the year (e.g., from Leaf Collection in the Fall to Snow and Ice Control in the Winter) and is found elsewhere as well. Summing these partial assignments from two or more activities will result in an accounting of 100% of the full time employees, as in the following example:

<u>Title</u>	<u>Activities</u>	
Crew Chief	Lots & Yards	1.2
	Work Orders	0.6
	Leaf Collection	0.3
	Snow & Ice Control	<u>0.9</u>
	Total Authorized	3.0

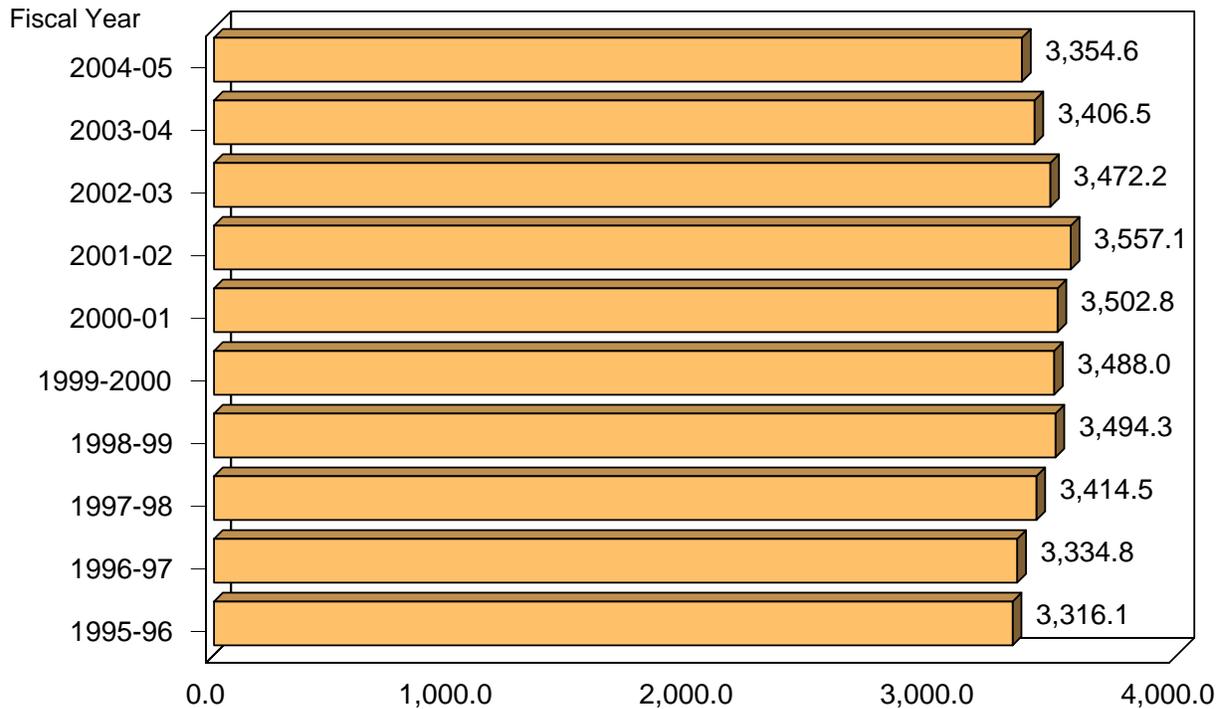
PERSONNEL SUMMARY
PERSONNEL RESOURCES

Total Employee Years	Budget <u>2001-02</u>	Budget <u>2002-03</u>	Budget <u>2003-04</u>	Budget <u>2004-05</u>
City Council and Clerk	27.3	27.3	27.2	27.2
Administration				
Mayor's Office	37.1	34.1	36.3	34.3
NET	77.9	78.1	73.9	71.7
Budget & Efficiency	11.6	12.2	11.7	10.7
Human Resource Management	41.6	40.0	41.0	38.4
Communications	13.0	12.0	13.0	12.0
Law	<u>25.0</u>	<u>24.0</u>	<u>25.0</u>	<u>24.0</u>
	206.2	200.4	200.9	191.1
Finance				
Director's Office	8.5	9.0	9.0	8.4
Accounting	19.2	18.2	18.0	18.0
Treasury	26.2	24.9	24.2	24.2
Assessment	19.9	20.6	22.4	19.5
Parking Violations & Adjudication	17.2	17.1	17.1	16.9
Purchasing	13.4	13.3	13.3	13.1
Information Systems	<u>36.7</u>	<u>37.2</u>	<u>38.2</u>	<u>38.2</u>
	141.1	140.3	142.2	138.3
Community Development				
Commissioner	7.5	7.5	7.0	6.5
Neighborhood Initiatives	8.1	8.1	7.1	6.0
Buildings and Zoning	41.6	42.1	43.6	43.0
Housing & Project Development	40.0	38.0	38.0	39.0
Planning	<u>7.0</u>	<u>6.5</u>	<u>5.0</u>	<u>4.0</u>
	104.2	102.2	100.7	98.5
Economic Development	42.2	27.2	26.2	25.7
Environmental Services				
Commissioner	68.1	68.1	66.9	65.9
Architecture & Engineering	72.6	71.0	68.8	67.0
Operations	386.4	385.1	378.6	371.2
Water & Lighting	156.3	154.7	157.8	155.0
Equipment Services	<u>81.7</u>	<u>79.6</u>	<u>77.3</u>	<u>74.2</u>
	765.1	758.5	749.4	733.3
Emergency Communications	186.8	182.7	181.6	182.9
Police	932.5	922.6	915.0	912.1
Fire	584.7	578.1	569.6	568.3
Library				
Central Library	176.6	165.4	140.6	136.6
Community Library	<u>55.0</u>	<u>54.0</u>	<u>51.8</u>	<u>45.4</u>
	231.6	219.4	192.4	182.0

PERSONNEL SUMMARY
PERSONNEL RESOURCES

Total Employee Years	Budget <u>2001-02</u>	Budget <u>2002-03</u>	Budget <u>2003-04</u>	Budget <u>2004-05</u>
Parks, Recreation & Human Services				
Commissioner	16.7	16.8	15.2	14.5
Parks & Recreation	260.9	242.9	236.8	233.4
Special Services	35.6	32.1	31.6	30.3
Human Services	<u>22.2</u>	<u>21.7</u>	<u>17.7</u>	<u>17.0</u>
	335.4	313.5	301.3	295.2
Total	3,557.1	3,472.2	3,406.5	3,354.6

Total Personnel Resources
Employee Years



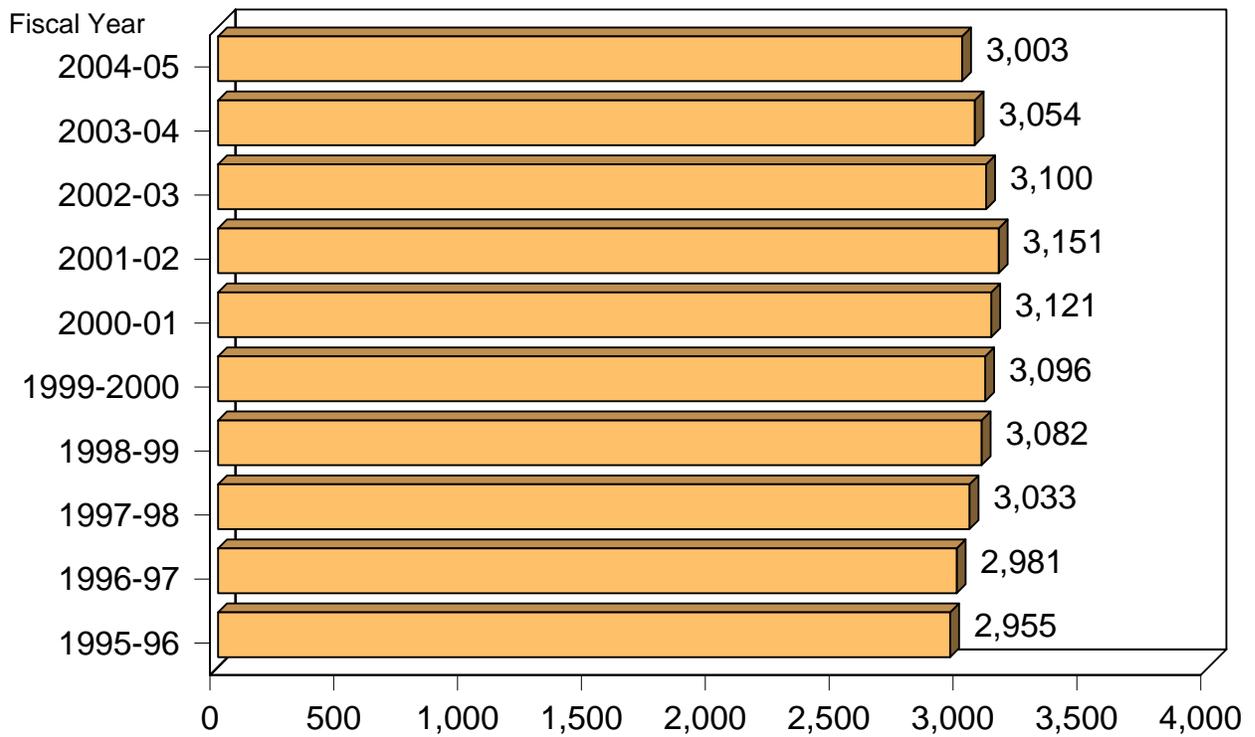
PERSONNEL SUMMARY
PERSONNEL RESOURCES

Total Full Time Positions	Budget <u>2001-02</u>	Budget <u>2002-03</u>	Budget <u>2003-04</u>	Budget <u>2004-05</u>
City Council and Clerk	13.0	12.0	12.0	12.0
Administration				
Mayor's Office	35.0	33.0	35.0	33.0
NET	68.0	75.0	71.0	69.0
Budget & Efficiency	11.5	12.0	11.5	10.5
Human Resource Management	37.0	37.5	37.0	36.0
Communications	12.0	11.0	11.0	11.0
Law	<u>25.0</u>	<u>24.0</u>	<u>25.0</u>	<u>23.0</u>
	188.5	192.5	190.5	182.5
Finance				
Director's Office	8.0	8.0	8.0	8.0
Accounting	19.0	18.0	18.0	18.0
Treasury	24.0	23.0	23.0	23.0
Assessment	18.0	18.0	18.0	18.0
Parking Violations & Adjudication	16.0	16.0	16.0	16.0
Purchasing	13.0	13.0	13.0	13.0
Information Systems	<u>37.0</u>	<u>37.0</u>	<u>38.0</u>	<u>38.0</u>
	135.0	133.0	134.0	134.0
Community Development				
Commissioner	7.0	7.0	7.0	6.0
Neighborhood Initiatives	8.0	8.0	7.0	6.0
Buildings and Zoning	40.0	40.5	41.0	40.0
Housing & Project Development	40.0	38.0	38.0	39.0
Planning	<u>7.0</u>	<u>6.5</u>	<u>5.0</u>	<u>4.0</u>
	102.0	100.0	98.0	95.0
Economic Development	40.0	27.0	26.0	25.0
Environmental Services				
Commissioner	57.0	61.0	59.0	56.0
Architecture & Engineering	71.0	70.0	69.0	68.0
Operations	313.0	314.0	310.0	305.0
Water & Lighting	146.0	144.0	147.0	143.0
Equipment Services	<u>76.0</u>	<u>75.0</u>	<u>73.0</u>	<u>70.0</u>
	663.0	664.0	658.0	642.0
Emergency Communications	173.0	166.0	164.0	164.0
Police	880.0	873.0	873.0	869.0
Fire	564.0	557.0	550.0	549.0
Library				
Central Library	142.0	136.0	115.0	110.0
Community Library	<u>33.0</u>	<u>32.0</u>	<u>33.0</u>	<u>27.0</u>
	175.0	168.0	148.0	137.0

PERSONNEL SUMMARY
PERSONNEL RESOURCES

Total Full Time Positions	Budget <u>2001-02</u>	Budget <u>2002-03</u>	Budget <u>2003-04</u>	Budget <u>2004-05</u>
Parks, Recreation & Human Services				
Commissioner	16.5	16.5	14.7	13.7
Parks & Recreation	159.0	152.0	149.5	144.5
Special Services	23.0	20.0	19.3	19.3
Human Services	<u>19.0</u>	<u>19.0</u>	<u>17.0</u>	<u>16.0</u>
	217.5	207.5	200.5	193.5
Total	3,151.0	3,100.0	3,054.0	3,003.0

Number of Full Time Positions



**PERSONNEL SUMMARY
EMPLOYEE BENEFITS**

In addition to wage and salary compensation, employees are provided with various fringe benefits as provided by law, collective bargaining agreements, and administrative determination. The City's budgeting and accounting systems place the allocations for these benefits in a separate department for monitoring and control purposes. Details on these allocations are found in the Undistributed Expenses section of the Budget (Tab 13).

The following table distributes fringe benefits to appropriate units:

Employment Benefit Distribution

<u>Department</u>	<u>Amount</u>
Council & Clerk	618,800
Administration	4,172,000
Law	768,700
Finance	3,115,000
Community Development	2,525,600
Economic Development	791,700
Environmental Services	16,266,700
Emergency Communications	3,539,300
Police	27,115,700
Fire	16,623,000
Library	2,671,000
Parks, Recreation, & Human Services	4,386,500
Total	82,594,000

PERSONNEL SUMMARY
BARGAINING UNITS

Portions of the City's workforce are represented by the following labor organizations:

American Federation of State, County and Municipal Employees, Local 1635

Rochester Police Locust Club, Inc.

International Association of Firefighters, Local 1071, Uniformed and Non-Uniformed Units

International Union of Operating Engineers, Local 832-S

Civil Service Employees Association, Rochester Public Library Part Time Employees Unit, Local 828

In accordance with collective bargaining agreements, employees in the following positions are granted full release time from their regularly scheduled work, with full pay and benefits to perform union duties. These positions and associated salary and benefits are reflected in the appropriate departmental and Undistributed budgets, and are presented here for informational purposes only.

	<u>Salary plus Benefits</u>	
	<u>2003-04</u>	<u>2004-05</u>
<u>AFSCME Local 1635</u>		
Administration – NET		
● Neighborhood Conservation Officer	71,300	79,100
Department of Environmental Services		
● Environmental Services Operator - 6 Day	75,800	82,500
● Environmental Services Operator	65,000	71,900
Department of Parks, Recreation & Human Services		
● Receptionist-Typist	49,900	54,700
<u>Rochester Police Locust Club, Inc.</u>		
Police Department		
● Police Officer	89,500	105,000
● Police Officer	85,900	100,600
<u>International Association of Firefighters, Local 1071</u>		
Fire Department		
● Firefighter	88,200	98,600
Total	525,600	592,400

PERSONNEL SUMMARY
BARGAINING UNITS

Effective Dates of Current or Most Recent Agreements

Labor Organization

Agreement Dates

AFSCME Local 1635

July 1, 2002 to June 30, 2005

Rochester Police Locust Club, Inc.

July 1, 2001 to June 30, 2005

International Association of Firefighters, Local 1071, Uniformed

July 1, 1999 to June 30, 2003

International Association of Firefighters, Local 1071, Non-Uniformed

July 1, 2002 to June 30, 2005

International Union of Operating Engineers, Local 832-S

July 1, 2003 to June 30, 2006

Civil Service Employees Association, Local 828, Rochester Public
Library Part Time Employees Unit

July 1, 2002 to June 30, 2005

PERSONNEL SUMMARY
CITY OF ROCHESTER SALARY SCHEDULE

16-9

July 1, 2004

By virtue of the authority vested in me by law, I, William A. Johnson, Jr., Mayor of the City of Rochester, New York, do hereby create, effective July 1, 2004, all positions set forth in this Budget to be in existence for the fiscal year 2004-05 at the salary and wage brackets indicated for said positions. The salary and wage bracket amounts shall be as set forth herein, except as modified by collective bargaining agreements or further directive of this office. All positions in existence prior to July 1, 2004, which are not set forth in this Budget shall be abolished effective July 1, 2004, except for positions otherwise prescribed by law.

A handwritten signature in cursive script that reads "William A. Johnson Jr." The signature is written in black ink and is positioned to the left of the printed name below it.

William A. Johnson, Jr.

**PERSONNEL SUMMARY
CITY OF ROCHESTER SALARY SCHEDULE**

Non-Management Salaried Personnel
Effective July 1, 2004

Bracket	Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H	Step I
1	21,886	22,563	23,281	23,999	24,614	25,114	25,570	26,146	
2	22,445	23,139	23,874	24,614	25,114	25,570	26,146	26,797	
3	22,896	23,604	24,363	25,114	25,570	26,146	26,797	27,489	
4	23,312	24,033	24,803	25,570	26,146	26,797	27,489	28,101	
5	23,837	24,574	25,359	26,146	26,797	27,489	28,101	28,869	
6	24,433	25,189	25,995	26,797	27,489	28,101	28,869	29,594	
7	25,071	25,846	26,665	27,489	28,101	28,869	29,594	30,400	
8	25,623	26,415	27,259	28,101	28,869	29,594	30,400	31,281	
9	26,327	27,141	28,004	28,869	29,594	30,400	31,281	32,239	
10	26,983	27,818	28,708	29,594	30,400	31,281	32,239	33,240	
11	27,720	28,577	29,489	30,400	31,281	32,239	33,240	34,274	
12	28,526	29,408	30,342	31,281	32,239	33,240	34,274	35,466	
13	29,400	30,309	31,274	32,239	33,240	34,274	35,466	36,534	
14	30,312	31,249	32,239	33,240	34,274	35,466	36,534	37,764	
15	31,253	32,220	33,249	34,274	35,466	36,534	37,764	38,914	
16	32,335	33,335	34,402	35,466	36,534	37,764	38,914	40,260	
17	33,314	34,344	35,438	36,534	37,764	38,914	40,260	41,871	
18	34,432	35,497	36,630	37,764	38,914	40,260	41,871	43,592	
19	35,478	36,575	37,746	38,914	40,260	41,871	43,592	45,353	
20	36,708	37,843	39,051	40,260	41,871	43,592	45,353	47,200	
21	38,174	39,355	40,612	41,871	43,592	45,353	47,200	49,157	
110	22,862	28,577	29,489	30,400	31,281	32,239	33,240	34,274	35,302
150	25,775	32,220	33,249	34,274	35,466	36,534	37,764	38,914	40,082
170	27,475	34,344	35,438	36,534	37,764	38,914	40,260	41,871	43,129
180	28,396	35,497	36,630	37,764	38,914	40,260	41,871	43,592	44,900
190	29,262	36,575	37,746	38,914	40,260	41,871	43,592	45,353	46,714
200	30,375	37,843	39,051	40,260	41,871	43,592	45,353	47,200	48,615

Management Salaried Personnel
Effective July 1, 2004*

Bracket	Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H	Step I	Step J	Step K
22	45,207	46,178	47,173	48,191	49,223	50,281	51,362	52,467	53,594	54,743	55,924
23	47,173	48,191	49,223	50,281	51,362	52,467	53,594	54,743	55,924	57,124	58,354
24	49,223	50,281	51,362	52,467	53,594	54,743	55,924	57,124	58,354	59,609	60,889
25	51,362	52,467	53,594	54,743	55,924	57,124	58,354	59,609	60,889	62,199	63,538
26	53,594	54,743	55,924	57,124	58,354	59,609	60,889	62,199	63,538	64,902	66,301
27	55,924	57,124	58,354	59,609	60,889	62,199	63,538	64,902	66,301	67,732	69,180
28	58,354	59,609	60,889	62,199	63,538	64,902	66,301	67,732	69,180	70,600	72,021
29	60,889	62,199	63,538	64,902	66,301	67,732	69,180	70,600	72,021	73,472	74,955
30	63,538	64,902	66,301	67,732	69,180	70,600	72,021	73,472	74,955	76,649	78,194
31	66,301	67,732	69,180	70,600	72,021	73,472	74,955	76,649	78,194	79,779	81,396
32	69,180	70,600	72,021	73,472	74,955	76,649	78,194	79,779	81,396	83,049	84,736
33	72,021	73,472	74,955	76,649	78,194	79,779	81,396	83,049	84,736	86,458	88,221
34	74,955	76,649	78,194	79,779	81,396	83,049	84,736	86,458	88,221	90,018	91,860
35	78,194	79,779	81,396	83,049	84,736	86,458	88,221	90,018	91,860	93,732	95,650
36	89,530	91,353	93,217	95,121	97,062	99,045	101,060	103,126	105,231	107,382	109,569
86	90,959	93,231	95,558	97,944	100,391						
87	93,231	95,558	97,944	100,391	102,897						
96	97,323	99,259	101,234	103,247	105,301	107,397					
97	99,741	101,727	103,750	105,814	107,920	110,067					

* Brackets 86 & 87 effective July 1, 2002

PERSONNEL SUMMARY
CITY OF ROCHESTER SALARY SCHEDULE

16-11

Weekly and Hourly Personnel
Effective July 1, 2004

Hourly Rates:

Bracket	Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H
40	12.68	13.07	13.53	13.93	14.24	14.56	14.95	15.35
41	13.10	13.51	13.93	14.34	14.67	15.22	15.38	15.95
42	13.58	14.00	14.48	14.96	15.35	15.70	16.24	16.65
51	11.08	11.42	11.73	12.07	12.31	12.53	12.72	12.94
52	11.22	11.57	11.95	12.31	12.53	12.72	12.94	13.24
53	11.39	11.74	12.14	12.53	12.72	12.94	13.24	13.55
54	11.60	11.96	12.33	12.72	12.94	13.24	13.55	13.85
55	11.80	12.17	12.57	12.94	13.24	13.55	13.85	14.17
56	12.07	12.44	12.90	13.24	13.55	13.85	14.17	14.41
57	12.35	12.73	13.17	13.55	13.85	14.17	14.41	14.95
58	12.60	12.99	13.43	13.85	14.17	14.41	14.95	15.22
59	12.91	13.31	13.71	14.17	14.41	14.95	15.22	15.67
60	13.14	13.55	13.97	14.41	14.95	15.22	15.67	16.02
61	13.57	13.99	14.47	14.95	15.22	15.67	16.02	16.57
62	13.88	14.31	14.73	15.22	15.67	16.02	16.57	17.01
63	14.27	14.71	15.22	15.67	16.02	16.57	17.01	17.50
64	14.63	15.08	15.58	16.02	16.57	17.01	17.50	18.03
65	15.12	15.59	16.07	16.57	17.01	17.50	18.03	18.56
66	12.18	12.56	12.93	13.33	14.17			

Daily Rates:

Bracket	Step A	Step B	Step C	Step D	Step E	Step F	Step G
68	106.16	109.44					
69	128.25	132.22	140.66	149.08	157.52	162.20	166.88

Commission
Annual Base Pay:

Bracket	Step A
300	14,560
301	13,000

PERSONNEL SUMMARY
CITY OF ROCHESTER SALARY SCHEDULE

Uniformed Police Personnel
Effective July 1, 2004

Bracket	Step 1	Step 2	Step 3	Step 4	Step 5	Step A	Step B
90	31,676	39,078	45,971	52,705	55,314	59,602	62,690
92			59,733	63,336			
94			67,547	71,619			
95			76,220	80,816			

Uniformed Fire Personnel
Effective July 1, 2002

Bracket	Entry	Step 1	Step 2	Step 3	Step 4
80	29,857	36,835	43,332	49,680	52,139
82				56,886	59,700
84				64,325	67,507
85				72,584	76,176

Non-Uniformed Fire Personnel
Effective July 1, 2004

Employees hired before July 1, 1982

Bracket	Step A	Step B	Step C	Step D	Step E
73	39,251	40,607	42,053	43,547	45,092
75	40,990	42,531	43,984	45,677	47,699
78	46,788	49,344	51,082	53,397	55,774

Employees hired on or after July 1, 1982

Bracket	Step A	Step B	Step C	Step D	Step E
73	35,784	36,850	37,909	38,971	40,035
75	37,572	38,968	40,372	41,768	43,167
78	40,260	41,934	43,610	45,291	46,970

PERSONNEL SUMMARY
CITY OF ROCHESTER SALARY SCHEDULE

Fixed Salary Rates
Effective July 1, 2004 or as otherwise noted

Title	Amount
Elected and Appointed Officials	
President of the Council*	38,232
Council Member*	28,232
Mayor*	117,657
Deputy Mayor	110,265
Examining Board Members	
Examiner-Chair**	1,250
Examiner Plumber	1,250
Clerk to the Board	1,250
Examiner-Vice Chair**	1,250
Examiner-Secretary**	1,250
Examiner-Stationary	1,250
Examiner-Electrician	1,000

*These salaries are fixed by local legislation on a calendar year basis; amounts shown represent calendar 2004.

**These positions are not compensated if filled by a City or RG&E employee.

Operating Engineers
Effective July 1, 2004

Bracket	Title	Step A	Step B	Step C	Step D
150	Asst. HVAC Engineer	19.29	19.89	21.31	21.95
151	HVAC Engineer	19.87	20.48	21.95	22.64
152	Lead HVAC Engineer	21.62	22.29	23.85	24.63

Part time, Temporary, and Seasonal Personnel
Effective July 1, 2004

Title	Step A	Step B	Step C	Step D	Step E
Account Clerk Typist	13.09	13.49	13.93	14.36	
Administrative Analyst	20.17	20.79	21.45	22.12	
Administrative Assistant	17.77	18.32	18.90	19.49	22.12
Adult Activities Aide	7.42	7.68	7.91		
Architectural Intern	10.66	11.92			
Assistant Exam Supervisor	10.00				
Assistant GIS Technician	12.59	12.98	13.39	13.81	
Assistant Supervisor of Markets	12.73	13.17	13.55		
Assistant Pool Manager	11.37	11.74	12.04		
Assistant Summer Program Coordinator	8.96				
Bingo Inspector	12.72				
Bookmobile Operator	13.82	14.26	14.70	15.00	
Building Maintenance Helper	11.22	11.57	11.95	12.31	
Carpool Coordinator	13.31	13.71	14.17	0.00	
Cemetery Crew Leader	11.37				
Cemetery Worker	11.81	12.18	12.60	12.98	
Class 5 Truck Driver - Library	13.48	13.91	14.33	14.62	
Cleaner	10.51	10.84	11.18	11.53	
Cleaner - Library	11.49	11.84	12.22	12.47	

PERSONNEL SUMMARY
CITY OF ROCHESTER SALARY SCHEDULE

Part time, Temporary, and Seasonal Personnel
Effective July 1, 2004

Title	Step A	Step B	Step C	Step D	Step E
Clerical Aide	10.09				
Clerk II	14.48	14.93	15.39	15.86	17.71
Clerk II - Library	13.82	14.26	14.70	15.00	
Clerk II with Typing	14.48	14.93	15.39	15.86	
Clerk III	13.78	14.21	14.66	15.10	
Clerk III with Typing	13.78	14.21	14.66	15.10	
Clerk III with Typing - Library	13.16	13.57	13.98	14.27	
Clerk IV	12.59	12.98	13.39	13.81	
Clerk Typist	12.59	12.98	13.39	13.81	
Clerk Typist - Library	12.02	12.39	12.79	13.05	
College Junior Intern	7.05				
Communications Aide	17.77	18.32	18.90	19.49	
Counseling Specialist	18.92	19.50	20.12	20.76	
Crack Seal Program Inspector	10.26				
Crew Chief	12.80				
Day Camp Supervisor	10.40				
Dispatcher	14.38				
Dispatcher I/OEC	12.40	15.49	15.99		
Dispatcher II/OEC	13.21	16.51	17.03		
Electrical Inspector	18.36	18.93	19.52	20.14	
Employment Case Assistant	15.29	15.77	16.25	0.00	
Engineering Intern	10.66	11.92			
Exam Proctor	7.50	8.00	8.50		
Exam Supervisor	12.00				
Executive Assistant	20.17	20.79	21.45	22.12	
Firefighter Trainee	5.93	6.36			
Forestry Worker	13.57	13.99	14.47	14.95	
Graphic Assistant - Library	15.90	16.43	16.94	17.28	
Ground Equipment Operator	11.15				
Grounds Worker	7.71				
Human Resource Consultant	20.97	21.62	22.32	23.01	27.01
Interdepartmental Messenger	13.43	13.85	14.28	14.72	
Laborer	7.05				
Lead Stage Hand	15.20				
Legislative Aide	17.77	18.32	18.90	19.49	
Legislative Clerk	13.78	14.21	14.66	15.10	
Librarian I	16.97	17.52	18.07	18.43	
Library Assistant	15.90	16.43	16.94	17.28	
Library Page	5.15	5.65			
Lifeguard	8.03	8.33	8.69		
Lifeguard Captain	10.40	10.70	11.07		
Lifeguard Lieutenant	9.21	9.52	9.88		
Maintenance Mechanic	13.14	13.55			
Maintenance Worker	11.81	12.18	12.60	12.98	
Microfilm Equipment Operator	13.09	13.49	13.93	14.36	
Municipal Assistant	18.92	19.50	20.12	20.76	
Neighborhood Conservation Officer	18.36	18.93	19.52	20.14	
Neighborhood Conservation Officer Trainee	16.54	17.05	17.61	18.15	
Operations Worker	12.54	12.93	13.34	13.71	
Parking Monitor	12.97	13.37	13.81	14.23	
Parks Operations Worker	12.54	12.93	13.34	13.71	

PERSONNEL SUMMARY
CITY OF ROCHESTER SALARY SCHEDULE

Part time, Temporary, and Seasonal Personnel
Effective July 1, 2004

Title	Step A	Step B	Step C	Step D	Step E
Playground Supervisor	8.33				
Police Officer Trainee	5.15				
Pool Attendant	8.83				
Programmer Analyst	23.95	24.69	25.23		
Public Safety Aide	7.88				
Recreation Assistant	7.42	7.68	7.91		
Recreation Clerical Aide	7.23	7.43	7.67		
Retrieval Aide	7.09	7.32	7.56	7.71	
Rink Aide	7.13				
Rink Manager	10.49				
School Traffic Officer	8.96				
School Traffic Officer II	10.42				
Secretary	15.23	15.70	16.20	16.72	
Secretary to Deputy Mayor	18.92	19.50	20.12	20.76	
Security Guard	11.22	11.57	11.95	12.31	
Security Guard - Library	11.49	11.84	12.22	12.47	
Security Intern	8.35	8.98			
Senior Cashier	16.14	16.64	17.19	17.71	
Senior Personnel Analyst	20.17	20.79	21.45	22.12	
Senior Stenographer	13.98	14.41	14.86	15.34	
Senior Retrieval Room Aide	11.48	11.82	12.19	12.44	
Service Representative	14.83	15.29	15.77	16.25	
Shipping Aide	6.34	6.52	6.71	6.85	
Sr. Maintenance Mechanic/Mason	15.12	15.59	16.07	16.57	
Sr. Operations Worker	13.88	14.31	14.73	15.22	
Sr. Rigger	25.51				
Sr. Stagehand	12.63				
Summer Program Clerk	8.45				
Summer Program Coordinator	15.04				
Summer Program Monitor	10.35				
Summer Youth Supervisor	7.05				
Vending Inspector	11.95				
Victim Assistance Counselor	16.65	17.17	17.71	18.27	
Water Maintenance Worker	12.89	13.29			
Watershed Quality Aide	8.15	9.09			
Youth Worker	5.15				
Youth Services Assistant - Library	13.16	13.57	13.98	14.27	
Youth Services Coordinator - Library	15.90	16.43	16.94	17.28	

Departmental activities and selected subject categories are presented here; for department and bureau references, see Table of Contents.

Department Abbreviations:

Admin. - Administration
 Council/Clerk - City Council and Clerk
 DCD - Community Development
 DES - Environmental Services
 ECD - Emergency Communications Department
 EDD - Economic Development Department
 PRHS - Parks, Recreation & Human Services

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