

2003–2004 BUDGET

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Vice President

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Deputy Mayor

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Carmen Socorro Salomé

Donna Turner

Suzanne P. Warren

Annella Willson

BUDGET AT A GLANCE

BUDGET AT A GLANCE

	Amended Budget <u>2002-03</u>	Proposed Budget <u>2003-04</u>	Dollar Change	Percent Change
BUDGET	\$350,254,100	\$357,943,800	\$7,689,700	2.20%
PROPERTY TAX LEVY (Before STAR)	\$142,402,200	\$148,098,300	\$5,696,100	4.00%
TYPICAL HOMESTEAD BURDEN*				
Property Tax	\$1,126.55	\$1,161.69	\$35.14	3.12%
Service Charges	<u>\$645.48</u>	<u>\$649.48</u>	<u>\$4.00</u>	0.62%
Subtotal	\$1,772.03	\$1,811.17	\$39.14	2.21%
Less savings from BASIC STAR**	<u>\$412.45</u>	<u>\$425.32</u>	<u>\$12.87</u>	3.12%
Total	\$1,359.58	\$1,385.85	\$26.27	1.93%
TYPICAL NON-HOMESTEAD BURDEN***				
Property Tax	\$10,089.57	\$10,753.96	\$664.39	6.58%
Local Works Charge	<u>\$505.50</u>	<u>\$520.50</u>	<u>\$15.00</u>	2.97%
Total	\$10,595.07	\$11,274.46	\$679.39	6.41%
PROPERTY TAX RATES (PER \$1,000)				
Homestead	\$20.52	\$21.16	\$0.64	3.12%
Non-Homestead	\$44.04	\$46.94	\$2.90	6.58%
TYPICAL HOMESTEAD SERVICE CHARGES				
Water	\$240.68	\$240.68	\$0.00	0.00%
Refuse	\$270.00	\$270.00	\$0.00	0.00%
Local Works	<u>\$134.80</u>	<u>\$138.80</u>	<u>\$4.00</u>	2.97%
	\$645.48	\$649.48	\$4.00	0.62%

*Based on a house assessed at \$54,900 with 40' front footage and using 80,000 gallons of water annually.

**Basic STAR Exemption is \$20,100 in 2002-03.

***Based on a business assessed at \$229,100 with 150' front footage.

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READER'S GUIDE

Budget Process

This budget is for the City's 2003-04 fiscal year, which begins on July 1, 2003 and closes on June 30, 2004. 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 2002-03, 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.

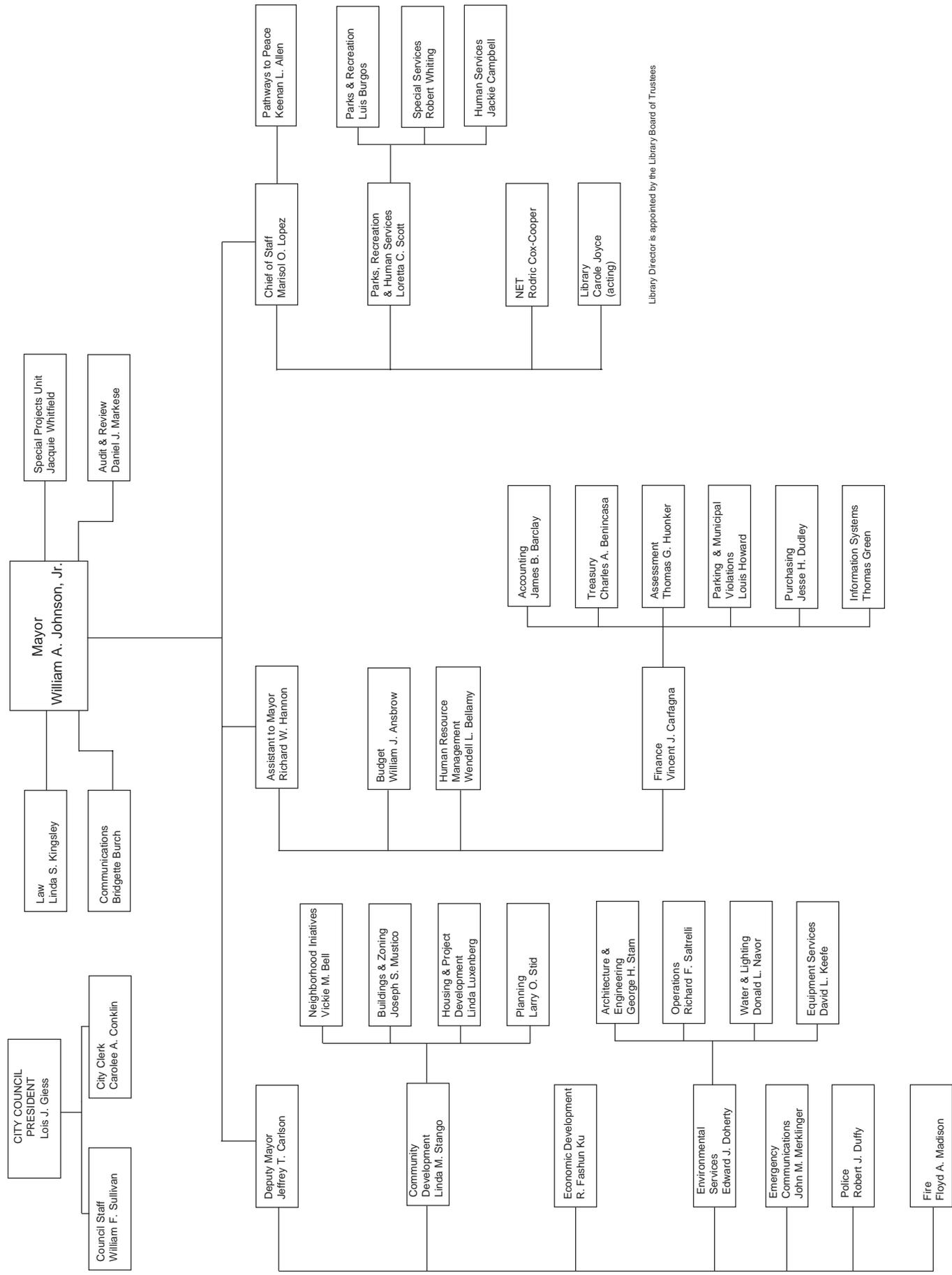
#10 – CENTER CITY

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





City of Rochester



FAX (585) 428-6059
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William A. Johnson, Jr.
Mayor

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

May 16, 2003

TO THE COUNCIL:

Ladies and Gentlemen:

Transmitted herewith is the 2003-04 budget estimate for the City of Rochester prepared in accordance with the City Charter requirements. The estimate of \$357,943,800 is \$7,689,700 or 2.20% more than the 2002-03 amended budget of \$350,254,100.

Generally, experience and repetition leads one to greater ease and comfort in performing recurring tasks. The annual preparation of this budget for the City of Rochester, my tenth, was not attended by greater ease or comfort compared to previous years. The discomfiting challenges instead seemed to grow in number and magnitude. You will recall that one year ago, a General Fund revenue-to-expense deficit of \$18.3 Million was forecast for the 2003-04 fiscal year (\$21.4 Million for all funds). These are not insignificant amounts, and elimination of such deficits would not be easily accomplished. Before we were even half-way through the current fiscal year, we had cause to revise our forecast. The "challenging" \$18.3 Million gap had more than doubled in size; due to an increase in projected retirement costs, we were facing a \$38.1 Million deficit.

While it provided me with little immediate comfort in terms of a plan for closing the gap, I was pleased that Rochester was among the first in New York State to recognize, understand, and measure the problem. The City's fiscal management team had been carefully monitoring information being provided by the New York State Comptroller's Office regarding municipal contributions to the Retirement System. In order to cope with declining returns on its investment portfolio and to sustain enhanced benefits to retirees and active employees, the Retirement System was dramatically increasing its rates for municipal contributions. While speaking at a meeting of New York State government finance officers in Buffalo last December, it became clear to me that the looming problem that Rochester had been analyzing for weeks was coming as news to many others.

In light of the seriousness of this problem, I took strong measures to manage our 2002-03 resources prudently. I re-instituted a hiring review process that ensured that no vacant positions were filled without intensive management scrutiny and only after my personal approval. This not only created some flexibility in the current year, but it began to position the City for the coming year. I also determined it was prudent to reserve a \$2.0 Million savings that the City had realized in current year retirement expenses and to apply that towards the large increase in 2003-04 retirement expense.

EEO/ADA Employer



These steps notwithstanding, the problem continued to appear insurmountable. Fortunately, we were able to call upon our partners in Albany and throughout the State to generate an understanding and awareness of the problem and its implications, not just for Rochester, but for virtually every municipality. The local Assembly and Senate delegations under their respective leaders, Assemblyman David Gantt and Senator Michael Nozzolio, immediately grasped the significance of the problem and pledged their support. The leadership of the legislative houses were similarly supportive, as was the Governor's Office. Most significantly, the new State Comptroller, Allen Hevesi, took note of the ruinous consequences that the new billing rates would wreak upon municipal budgets and services, and he began to grapple with the problem even before he was sworn into office. I truly appreciate his visit to Rochester early in his term of office to discuss this problem and listen to possible resolutions.

I am pleased that the result of these efforts was a respite for 2003-04 through a phase-in of the additional pension costs. Although this budget reflects a \$6.7 million increase in projected retirement expense over that paid in the current year, approximately \$13.7 Million of retirement expense that had been anticipated was deferred. Please note that the solution was not an elimination of the expense, but a partial deferral to future years. Absent the phase-in, this could have been a devastating budget.

The retirement expense phase-in and the dedication of the current year retirement surplus were significant but not sufficient elements in closing the General Fund gap. As the Council has seen in the previously transmitted Capital Improvement Program, cash capital expenditures were reduced over \$6.8 Million from levels that had initially been planned for 2003-04. Capital spending cut backs also often represent deferrals that will surface in future years, and the capital budget does unfortunately reflect that. However, we have benefitted somewhat by better unit costs on some types of items (e.g., police vehicles and refuse toters) and superior maintenance efforts on others (fire-fighting apparatus) that make some of the reductions more palatable.

Four other major strategies were employed in bringing forward this balanced budget: Appropriations from reserves, a tax increase, efficiencies, and operating budget expenditure reductions. Each is detailed in the following paragraphs.

A municipality's maintenance and utilization of reserves, fund balances, or "rainy day funds" are often poorly understood. Some suggest that a municipality should shun them entirely and advocate using all available resources to avoid expenditure or program reductions. Others take the opposite tack, suggesting that reserves should be maintained and grown year-by-year, remaining untouched and inviolable. Neither approach is optimal.

Our reserves were accumulated during better economic times through a combination of conservative planning and careful management. Some reserves are dedicated to covering expenses that are known to be forthcoming. Rochester, for example, continues to make payments on funds borrowed when it was determined that the Constitutional Tax limit had been exceeded in 1975 to 1978. A reserve was created that should be sufficient to meet all of these expenses through 2011, when that debt will be fully repaid.

City budgets have routinely tapped various reserves to offset certain expenses. This budget proposes taking more than usual from reserves (a strategy employed with the 2002-03 budget as well). The "extra" appropriation represented herein is \$4.2 Million. As I stated in last year's message, this is best viewed as a bet on the improvement of the local and national economies in the future. We are hoping to "bridge over" the currently depressed conditions by using reserve funds to a greater degree than usual. Reserves are not self-replenishing sources of revenue, however, and this approach can only be sustained for a limited period of time. We are hopeful that other sources such as the sales tax will recover and lessen our reliance upon reserve funds in the future.

I am recommending a \$5,696,100 (4%) increase in the property tax levy. As has been the case with every budget that I have prepared, this recommendation is advanced against a background of declining assessed values (approximately \$2 Million or 0.1% for the Homestead class and

\$32.9 Million or 1.7% for Non-Homestead). Unlike most previous years, however, the State-mandated "shift" of relative burden to be borne by the Homestead and Non-Homestead classes of property does not further exacerbate the matter for homeowners. As Council knows by the actions taken at its meeting on May 13, 2003, the shift for the 2003-04 reduces the burden for Homeowners by 1.0 % (and increases it for businesses by 0.7%). The net result of the increase in the levy, the decline in assessed values, and the shift is a Homestead tax rate increase of 3.12% and a Non-Homestead rate increase of 6.58%. The typical homeowner will see an increase of \$35.14 in annual City property tax billings; the typical business, a \$664.39 increase.

While it does not relate directly to the deficit closure being addressed herein, I am also proposing an 2.97% increase in the Local Works charge, which will yield an increase of \$4.00 per year for the typical homeowner. The Local Works Fund is responsible for financing sidewalk and street snow plowing, salting, other snow and ice control measures, and street cleanings. Following the 2002 - 2003 Winter of seemingly interminable snowfalls and below freezing temperatures and the April, 2003, ice storm, the Fund is in need of replenishment. This modest adjustment should put the Fund on a sound footing going forward.

I am not proposing increases in either the water rates or the refuse rates, charges that are borne by most property owners. They will remain at their present levels.

As is customary, I have tallied the impacts of the property tax and Local Works increases along with the unchanged refuse and water charges in a "total burden" calculation of City taxes and fees applicable to the typical homeowner. From this exercise, one sees that City-imposed charges will be \$1,811.17 per year, an increase of \$39.14 or 2.2%, for the typical homeowner. Fortunately, New York State's STAR program continues to provide a benefit to resident homeowners, reducing this amount by \$12.87 for the typical Basic STAR participant. This results in a total burden increase of \$26.27 or 1.93% for a typical homeowner.

Before addressing the expenditure reductions required to balance the budget, note should be made of certain of the other key revenue sources and this budget's related assumptions. State Aid is assumed to be unchanged from that provided in 2002-03. While some uncertainty persists about the ultimate disposition of the State Budget, the municipal aid element of the budget does not appear to be in jeopardy, and I am reasonably confident about the estimate of this key revenue.

Very modest growth is anticipated in the base of taxable sales in Monroe County, despite troubling performance of this revenue stream in the current year. I have forecast a 1.0 % rate of growth, down from the 1.5% used in the current year's budget estimates. Of positive note with respect to the sales tax is the agreement reached by the City, the County, the towns, the villages, and the suburban school districts some months back to support State legislation that would renew "the Penny" and maintain the present distribution formula. I salute President Giess and our colleagues throughout Monroe County for their reasoned discussion of and support for this measure.

Regretfully, our one-to-one partnership with Monroe County cannot be similarly hailed. This budget includes several reductions necessitated by Monroe County's lack of funding. They include:

- \$1,026,600 Central Library reductions, including suspension of the Bookmobile
- \$250,000 Downtown Public Safety (absorbed by City tax payers to avoid eliminating police officers)
- \$120,800 Move In/Move Out inspection services reductions
- \$76,900 Further reduction in 911 staffing

I recognize that the County Executive was grappling with serious financial problems, but I deplore the targeting of cuts on the City and its residents. Because our respective fiscal years are offset by six months, I cannot with great confidence assert that the reductions that I am indicating in the estimated revenues from Monroe County will be the full extent of any cuts. The Administration will carefully analyze the County's Proposed 2004 Budget and advise City Council as necessary.

As I said consistently over many months in the Fall of 2002, dependence on a simplistic solution (in the County's case, a constant property tax levy) ultimately leads to problems. That approach represents neither enlightened management nor sound leadership. I believe that the City's balanced approach as presented herein is superior. This budget resists the temptation to count on savings not yet achieved, that would only later result in a deficit. Also, unlike other municipalities, I have resisted the perceived "quick fix" of early retirement incentives that would have only increased retirement costs. I believe it is better to make the tough choices now than to defer them to the next generation and future administrations.

As indicated previously, the closing of the projected budget deficit necessitated operating expenditure reductions. This may be difficult to perceive, given that the proposed budget is \$7.7 Million higher than the current year budget, and a brief explanation may help place matters into perspective. The projected deficit was developed based upon estimates and forecasts of how revenues and expenditures are likely to change in the coming year. Our financial management team factors in such items as inflation, contractual wage and salary increases, cost escalators in service agreements, etc. These calculations start from the assumption that the City will use the same number of employees to do the same work next year as is being done this year. This assumption is not, however, prescriptive. We are not bound to do next year that which we are doing this year, nor are we bound to do the same things in the same way. Thus, expenditure reductions that close a projected deficit can be thought of as cuts against what would have been required in the absence of prudent management.

Some expenditures resist control by the City. The previously noted pension contributions are a good example. For many years, this could also be said of health care insurance premiums. I am very pleased to note that through agreements with some of our bargaining units and other adjustments, we are beginning to exercise greater control over a cost factor that had been escalating rapidly. Even though this budget reflects a \$2.1 million year-to-year increase in health care and cafeteria program costs, these expenditures would have been at least an additional \$440,000 higher absent these creative efforts.

Once again, the unsung heroes of the budget process are the departmental managers who continue to squeeze efficiencies and productivity enhancements from their budgets. Each year I am inclined to think that we have "plucked the low hanging fruit" and will see an end to efficiency and productivity gains. Each year I marvel at the creativity and discipline that I see management bring to the challenge of serving this community in the most efficient manner. The public is indeed well served by these true public servants. Their efforts have yielded \$1.7 Million of productivity and efficiency savings that are incorporated into this budget proposal.

Once again, however, services and programs could not escape elimination or reduction. Budget constraints forced the elimination or curtailment of program including:

- A 4% (two hours per week) reduction in Community Library branch hours
- Elimination of above-ground pools at Campbell Street, Gardiner Avenue, Norton Village, and South Avenue
- Reduction in the level of internal cleaning services from five days per week to four days
- Suspension of the Junior Fire Trainee class for one year
- Elimination of the BEST Program (in anticipation of securing funding from another source for a similar program, negotiations for which are ongoing)
- Elimination of the Train Curator at Edgerton Recreation Center
- Elimination of funding for the Cold Rush "Snow Hill"
- Elimination of funding for After Work Concert Series and Noontime Concerts

In total, these budget reductions and others contained in the Budget document amount to \$4.2 million on a year-to-year comparative basis. These departmental budget reductions combined with efficiencies, planned cash capital reductions, and the savings from the retirement phase-in account for more than a \$26.4 million cut in spending. But for these efforts, the City Budget would be \$384.3 million and necessitated a homestead rate increase of 21.7%.

Unfortunately, vacancies did not occur for each position that is to be eliminated and at the time of printing this document eight layoffs are anticipated. On a net basis, the full-time workforce will decline by 46 positions. However, the actual number of positions being eliminated is 68. The difference is mainly attributable to positions added that are funded by grants or enterprise funds, such as the positions added in the Water Bureau to enhance security at reservoirs and remote facilities.

Unfortunately, I have yet to receive confirmation of any significant Federal assistance to offset enhanced security costs. I am hopeful that with the support of New York's Senators and Representatives, that will change in the future. Given the absence of any confirmation, this budget does not count on federal reimbursements for enhanced security.

Due to our fiscal constraints this budget contains very few new initiatives, but instead focuses on maintaining vital services. Despite Monroe County's \$250,000 reduction in funding for downtown police, this budget maintains the number of full-time employees in Police Department. This is not the case in neighboring Buffalo; it is planning to eliminate over two-hundred police officer positions. Most City of Rochester services will remain intact. All branch libraries, NET offices, fire houses and recreation centers will remain open for service. One modest new investment being made is in technology, and I believe that investment will reap efficiencies in the future budgets.

Last year's budget message focused extensively upon the Rochester City School District. The Proposed City School District Budget was not received at the time of printing the Proposed City Budget. I will comment on the City School Budget after my staff and I have completed a careful review. City Hall's relationship with the District, while not ideal, has improved from that which necessitated much of last year's commentary. Notwithstanding an apparent misunderstanding on the part of some members of the Board of Education about the purposes of the City's 2002-03 allocation of \$1.2 Million for services that the City might be able to provide to the District, our exchanges have been productive and forward-looking. Superintendent Rivera has demonstrated a willingness and ability to engage in candid and substantive discussions on matters of mutual interest, and I welcome the opportunity to continue our collaboration with him and with the City School District.

As was recently publicized, the effort to effect consolidations with the District have not to date

borne fruit. However, as I indicated in a letter to the District that was co-signed by City Council President Giess, the \$1.2 Million will be reserved and be available for reappropriation if a suitable consolidation opportunity is developed.

In that same letter, I reiterated my intention to recommend that the District continue to receive \$126.1 Million from the City. This budget proposal delivers on that pledge, and, if City Council supports that position, Rochester will continue to be the most generous of the Upstate New York cities in its support of a financially dependent school district. Also, often overlooked are the services the City provides to the City School District in addition to the direct support, such as \$1.9 million for police officers in the schools and \$560,000 for school crossing guards.

Unfortunately, the unsettled New York State budget situation to which I referred earlier in this message does hold the possibility of disrupting the District's planned 2003-04 budget. This matter will require careful monitoring and scrutiny in the weeks ahead. I am appreciative of our local State delegation's efforts to secure additional state aid for the City School District, and I am hopeful it will be sustained.

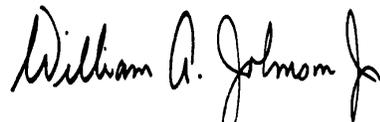
I close this, my tenth, budget message with a somber note to acknowledge the passing earlier this year of my predecessor, Mayor Thomas P. Ryan, Jr. I have in prior budget messages made reference to Mayor Ryan, on occasion quoting some of his messages. In truth, however, each of the ten budgets that I have presented to the Council has had as a cornerstone the benefit of Mayor Ryan's legacy. The sales tax distribution formula that is expected to bring to the City \$111.7 in revenue in 2003 - 2004 is named in honor of his work with then-County Executive Lucien Morin to effect an equitable sharing of resources throughout Monroe County.

Equally as influential in shaping this and my previous budget proposals is the culture of fiscal responsibility with which Tom Ryan imbued this organization. Carrying that culture forward is a responsibility that I do not take lightly. Doing so not only ensures a viable City government but honors the memory of giant in the history of this City: Mayor Thomas P. Ryan, Jr., a great man, and one too soon gone.

Ironically, this year also marked the retirement of Mayor Ryan's long time assistant and later my assistant, Robert J. Meyer. Bob Meyer was an extraordinary public servant whose work ethic, penetrating intelligence and keen insight improved this community for more than twenty years. Only in his absence, did we truly appreciate he was doing the work of two or more people.

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, flowing style.

William A. Johnson, Jr.
Mayor



City of Rochester

Rochester City Council

August 30, 2003

Lois J. Giess, President
Councilmember
East District

Gladys Santiago, Vice President
Councilmember-at-Large

Brian F. Curran
Councilmember-at-Large

Benjamin L. Douglas
Councilmember
Northeast District

Tim O. Mains
Councilmember-at-Large

Wade S. Norwood
Councilmember-at-Large

William F. Pritchard
Councilmember-at-Large

Robert J. Stevenson
Councilmember
Northwest District

Tony M. Thompson
Councilmember
South District

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

Dear Mayor Johnson:

Subsequent to our thorough review of the Proposed Budget for the City of Rochester for 2003-04, we herein present you with the comments and judgments of City Council about that document.

Overview

The Approved Budget of \$357,943,800 represents an increase of 2.2%, or \$7,689,700, above the 2002-03 Budget. The budget provides a 4.0% increase in the property tax levy and an increase of 2.97% in Local Works charges; Water and Refuse rates and remain unchanged. There was a further loss of assessed value (\$40 million) that continues a long-term trend, and the annual New York State-mandated shift in the tax burden between the Non-Homestead and the Homestead classes moved in favor of the Homestead class this year, increasing the Non-Homestead burden by 0.7% and reducing the Homestead by 1%. The net result was an increase of 2.21% in the total burden for the Homestead class and 6.41% 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 1.93% in total burden.

The continued sluggishness in the economy made it clear that New York State would not be in a position to increase aid to cities; that fact, along with continued losses in local sales tax collections, required a hiring freeze midway through the year. To address the continuing effects of these problems in 2003-04, the Budget contains a mix of some staffing and program cuts and some revenue increases. The hiring freeze enabled the elimination of 46 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 that are discussed below.

Review Process

City Council's review of the Proposed Budget for 2003-04 continued the significant changes begun last year. 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 discuss commercial to residential conversions within the Center City.

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 eight of them were referred to the full Council for consideration at its meeting of June 17th. 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 2003-04 to 2007-08 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. 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 2003-04 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 \$30,000 from the Contingency Account to DES to restore the popular Park Patrol program.
- The transfer of \$6,300 from the Contingency Account to the Department of Parks, Recreation, and Human Services for the restoration of the Edgerton Train Room.
- The transfer of \$9,400 from the Contingency Account to the Department of Parks, Recreation, and Human Services to restore three above-ground pools for the summer season.
- 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 \$7,500 from the Contingency Account to the City Council/City Clerk to provide a \$0.25/hour pay increase for Election Inspectors.
- A resolution of budgetary intent calling on the Administration to provide the Council with several pieces of key financial information at mid-year to enable us to track retirement and health insurance costs along with sales tax revenues. Such information will enable Council to be better prepared to review the 2004-05 Budget.

- The transfer of \$16,000 from the Contingency Account to the Department of Parks, Recreation, and Human Services to provide funds to enhance parenting skills.
- The transfer of \$2,500 from the Contingency Account to the City Council/City Clerk to support ongoing communications that assist in the revitalization of the Center City.

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.

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 is looking forward to the results to the upcoming reassessment of City properties and is hopeful that we will see a reversal of the negative value trends of the previous several years.

Department of Community Development

- Council continues to indicate its desire to work with the Administration to increase the supply of units available to middle and upper-income households. As funds available for such innovation become increasingly scarce, the emphasis must be on creativity and innovation.
- Reauthorization of the Asset Control Area Partnership from HUD should continue to be a priority; Council is willing to provide whatever assistance is required to achieve this important goal.
- The City's commitment to lead abatement is clear in the substantial allocation made in the Consolidated Plan.
- Enforcement of the new Zoning Ordinance should continue to be a high priority of the department if we are to keep faith with the citizens who labored with us to create that ordinance.

NET

- Council is committed to working with NET on the continued implementation of the Champion Streets Project.

Department of Environmental Services

- Last year, 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 look forward to a report on this issue.
- As the Port project moves toward completion, and the launch of the Fast Ferry is imminent, Council offers its congratulations to the many City staff who have helped this large and complex project reach fruition.

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.
- Both the Cemetery Fund and the War Memorial Fund continue to improve, but both are still far from long-term stability. Council will continue to focus on the need to improve revenue performance in both of these areas while still showing restraint in new expenditures.

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.
- Council is looking forward to reviewing an implementation strategy to attack the seemingly intractable drug problem.
- With the usage of laptop computers in patrol cars completed this year, Council hereby requests an evaluation of that important initiative along with a review of the training needs associated with it.
- Council will be eager to work with the department to implement the new structure of east and west side commands.

Fire

- The improvements in computer systems in the department should enable the provision of more sophisticated reports, including coordination with the ambulance services.
- With the fire station relocation study completed, we will look forward to recommendations in future Capital Improvement Programs for implementation.
- As we requested the last three years, Council suggests that the Department track the impact of vacant properties on service demand and attempt to quantify that impact.

Emergency Communications

- As cited above in the Police Department comments, Council requests again that whatever evaluation criteria are developed to review this initiative be incorporated in both quantitative and qualitative fashion as performance indicators in next year's budget. Such criteria should include the impact of 311 calls on 911 service demand.
- We are looking forward to reviewing the effect of the new consoles and upgraded computer software scheduled for installation in the coming year.

Library

- We continue to be concerned about the impact of the continued reductions in County funding for the Library. As we noted last year, one mark of a civilized society is its support for community education and access to information provided by public libraries. The County's proposed cuts are a sad commentary on the County's commitment to those vital responsibilities.
- The State and County governments must come forward to support their share of this essential educational service to the community. Increases in State funding are crucial to the ongoing survival of this key information source in the Information Age. Libraries merit the same support that the State provides for the public school system.

Economic Development Department

- Jobs for our citizens continue to be among our highest priorities; we encourage continued partnership with the Federal, State, and County governments, along with key private sector players, to ensure access to jobs by Rochesterians.
- 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 2003-04 Budget is \$552,080,273, which represents a decrease of \$1,226,122 (-0.22%), from the 2002-03 amended budget of \$553,306,395, but an increase of \$57,106,769 (+12%) from the 2002-03 approved budget of \$497,399,626. The dramatic increases in both revenue and expenditures that came to light in January (increases of \$54,789,795 in revenue and \$43,623,539 in expenditures) have increased still further since January.

At that time, Council was both surprised and disturbed, not by the size of the revenue increases, but more by the decision to expend virtually all of the one-shot revenue increases on long-term expense items such as staff. The District's decision to reserve \$11.1 million, while laudable on its face, must be looked at in the context of the fact that \$20 million of the increased revenue was in the form of budgetary sleight-of hand from Albany that allowed the District to increase revenue estimates by \$20 million without any actual cash provided by the State to back up those estimates. Thus, it would have been prudent to reserve the entire \$20 million to avoid problems in the coming year. It must be noted, however, that the District has

expensed the remaining \$8.9 million into a reserve fund for 2003-04, so the entire \$20 million will exist only as a paper reserve by the close of the coming fiscal year.

In addition, by February it was clear to the District that they faced a substantial problem for 2003-04. Despite this, they did not change their long-established habit of spending what is available despite the future impact. In the period between February and the budget submission in May, when they fully understood the dimensions of the problems they were about to face, they received an additional \$2.3 million in revenues, and, rather than reserving any of those funds for future use, expended them instead on additional staff.

As an illustration, between July and January, the District added 422.2 positions, and since February added an additional 62.37 positions. This persistent spending resulted in the need to eliminate 325.46 positions in the coming year in order to balance the budget. Such a yo-yo approach to staffing is unproductive at best.

In addition, as the District's projections show a decline in enrollment of 7,575 (-22.5%) by 2012, the issue of school closings will need to be addressed. We are intensely interested in participating in the discussions around this issue because of the potential significant impact on City neighborhoods.

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. The changes last year in funding by Major Object are repeated this year, allowing some comparison in that area for those two years; prior years' analysis is not possible at this level. Further, the Expenditures by Division presentation has been completely reformatted, making any comparisons impossible. District staff has agreed to provide reformatted data for the previous five years to allow future comparisons; however, that information will not be available until after the budget process is completed. Further, please note that the current Division configuration is marked "Transitional" and further changes are anticipated next year.

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 absence of any salary schedules. Last year, District staff 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 2001-02 and estimated Actuals for 2002-03.

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. The City was able to maintain its contribution level at \$126.1 million for the present, but the decline in student enrollment means that the per-student allocation is the highest in recent memory. Such contributions cannot be maintained indefinitely in the fiscal climate that we face.

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. Unless the decline in the tax base is stemmed the future looks increasingly bleak despite the professional management that has kept us solvent thus far.

The projected increases in both pension costs and medical insurance costs next year are daunting indeed. 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.

Not all is bleak, however. The Fast Ferry will be launched in the Spring of 2004 and ground will be broken for the new soccer stadium this Fall. Other major projects loom on the horizon if we can find the political will to come together as a community to make them happen. We know of your commitment to inter-municipal cooperation and we are ready to work together to bring them to fruition.

Respectfully submitted,



Lois J. Giess
President



Benjamin L. Douglas, Chair
Finance & Public Safety Committee

TO THE COUNCIL
Ladies And Gentlemen:

Ordinance No. 2003-213
Re: Budget Amendment – Park Patrol- \$30,000

Transmitted herewith for your approval is an amendment to the Proposed 2003-04 Budget transferring \$30,000 from Contingency to the Department of Environmental Services for the restoration of Park Patrol Services. This funding will provide for 2 two-person teams patrolling Maplewood and Turning Point Parks through October.

Rochester 2010: The Renaissance Plan commits the City to “create an environmentally aware community that practices the values of environmental stewardship and responsibility and communicates those values to future generations.” The City has created various rules, regulations and information items for park users in keeping with this goal. Recent events in the parks indicate the continued need for this activity.

The original Park Patrol program was created in 1991 to advise park users of applicable rules and regulations and to enforce these as necessary. The personnel also provide information to users about the historical, cultural and environmental features of the park.

The Program has been well received by the public. Along with providing a basic level of security, the partial restoration of patrol services is intended to support the values cited in the Renaissance Plan.

Respectfully submitted,
Robert J. Stevenson
Councilmember
Northwest District

Nancy K. Griswold
Councilmember at Large

Ordinance No. 2003-213
(Int. No. 244A)

Amending The Proposed 2003-04 Budget In Regard To The
Park Patrol -- \$30,000

BE IT ORDAINED, by the Council of the City of Rochester as follows:

Section 1. The 2003-04 Proposed Budget of the City of Rochester is hereby amended by transferring the sum of \$30,000 from Contingency to the Department of Environmental Services for restoration of Park Patrol Services.

Section 2. This ordinance shall take effect immediately.

Passed unanimously.

TO THE COUNCIL
Ladies and Gentlemen:

Ordinance No. 2003-214
Re: Budget Amendment—Edgerton
Train Room--\$6,300

Transmitted herewith for your approval is an amendment to the proposed 2003-04 Budget transferring \$6,300 from the Contingency Account to the Department of Parks, Recreation and Human Services for continued operation of the Edgerton Train Room.

The Edgerton Train Room has a long tradition of entertaining children and adults alike with its display of miniature working trains. The train room is a unique feature of the Edgerton Community Center that has become a community institution; as such, we believe it should continue to be maintained and remain open to the public.

According to *Rochester 2010: The Renaissance Plan*, "It is the policy of our City to support and promote arts and cultural events, activities and institutions...." It is critically important that these activities take place "...throughout our City, including our diverse residential neighborhoods." The Edgerton Train Room is one such place and its continued operation can be assured for a relatively modest sum.

Respectfully submitted,
Nancy K. Griswold
Councilmember at Large

Robert J. Stevenson
Councilmember
Northwest District

Ordinance No. 2003-214
(Int. No. 244B)

Amending The 2003-04 Budget Of The City Of Rochester
In Regard To Operating the Edgerton Train Room --\$6,300

BE IT ORDAINED, by the Council of the City of Rochester as follows:

Section 1. The Proposed 2003-04 Budget of the City of Rochester is hereby amended by transferring \$6,300 from the Contingency Account to the Department of Parks, Recreation and Human Services to fund the continued operation of the Edgerton Train Room.

Section 2. This ordinance shall take effect immediately.

Passed unanimously.

TO THE COUNCIL

Ladies and Gentlemen:

Ordinance 2003-215
Re: Budget Amendment – Above
Ground Pools -- \$9,400

Transmitted herewith for your approval is an amendment to the proposed 2003-04 Budget transferring \$9,400 from the Contingency Account to the Department of Parks, Recreation and Human Services for the continued operation of the above ground pools at Campbell Street, Norton Village, and South Avenue.

Aquatic facilities are important assets to our recreation programs. In this difficult budget year, the proposed closing of these pools was motivated by two factors: the need to reduce expenses and the impending obsolescence of the pools at Campbell, Norton, South, and Gardiner Avenue.

In consultation with the department, we have learned that the pools at the first three of these centers can be nursed along for another year; the pool at Gardiner is not in adequate condition for any additional use. As we head into summer, we think it worthwhile to provide one more season of use of these above ground pools for our children.

Rochester 2010: The Renaissance Plan instructs us to encourage healthy neighborhoods through the support of appropriate community resources, services and amenities, not the least of which is recreation.

Respectfully submitted,
Benjamin L. Douglas, Chair
Finance & Public Safety
Committee

Tony M. Thompson
Councilmember
South District

Ordinance No. 2003-215
(Int. No. 244C)

Amending The 2003-04 Budget Of The City Of Rochester In
Regard To Operating Above Ground Pools -- \$9,400

BE IT ORDAINED, by the Council of the City of Rochester as follows:

Section 1. The Proposed 2003-04 Budget of the City of Rochester is hereby amended by transferring \$9,400 from the Contingency Account to the Department of Parks, Recreation and Human Services to fund the continued operation of the above ground pools at Campbell Street, Norton Village, and South Avenue.

Section 2. This ordinance shall take effect immediately.

Passed unanimously.

TO THE COUNCIL

Ladies and Gentlemen:

Ordinance No. 2003-216
Re: Budget Amendment –Wordcrafters
Program -- \$17,100

Transmitted herewith for your approval is an amendment to the Proposed 2003-04 Budget transferring \$17,100 from Contingency to the Department of Parks, Recreation and Human Services for the restoration of the Wordcrafters Program. The program has been part of the City's educational activities since its inception at City Recreation Centers in 1985. Thus far in 2002-03, 129 persons have participated in the program. Over the past eighteen years, many hundreds of individuals have participated and books of fiction, non-fiction, poetry and drama have been produced.

Rochester 2010: The Renaissance Plan commits the City to support the highest quality educational opportunities for our citizens on a life-long basis. The Wordcrafters Program involves a series of language arts workshops designed to enhance language ability and creative expression for people of all ages and abilities through writing, reading and the spoken word.

Respectfully submitted,
Lois J. Giess
President

Gladys Santiago
Vice President

Ordinance No. 2003-216
(Int. No. 244D)

Amending The Proposed 2003-04 Budget In Regard To The
Wordcrafters Program-- \$17,100

BE IT ORDAINED, by the Council of the City of Rochester as follows:

Section 1. The 2003-04 Proposed Budget of the City of Rochester is hereby amended by transferring \$17,100 from Contingency to the Department of Parks, Recreation and Human Services for restoration of the Wordcrafters Program.

Section 2. This ordinance shall take effect immediately.

Passed unanimously.

TO THE COUNCIL
Ladies and Gentlemen:

Ordinance No. 2003-217
Re: Budget Amendment –
Election Inspectors--\$7,500

Transmitted herewith for your approval is an amendment to the proposed 2003-04 Budget transferring \$7,500 from the Contingency Account to the City Council/City Clerk to raise the hourly salary for election inspectors from \$6.50 per hour to \$6.75 per hour, and amending the City Code to establish that salary. The last salary adjustment took place in June 2001 when the hourly rate was increased from \$6.25 to \$6.50.

It is difficult to maintain a pool of qualified election inspectors, and adequate compensation is necessary to recruit and retain these vital public servants.

As stated in *Rochester 2010: The Renaissance Plan*, "It is the policy of our City to provide high-quality services, programs, information and infrastructure to our citizens." Properly staffed elections certainly fit these criteria. The proposed hourly rate brings City election inspectors more in line with their counterparts in the towns. The increase is also compatible with the increases negotiated with City bargaining units.

Respectfully submitted,
Gladys Santiago
Vice President

Tony M. Thompson
Councilmember
South District

Ordinance No. 2003-217
(Int. No. 244E)

Amending The 2003-04 Budget Of The City Of Rochester In
Regard To Compensation For Election Inspectors--\$7,500

BE IT ORDAINED, by the Council of the City of Rochester as follows:

Section 1. Section 14-20, Compensation of Election Inspectors, of the Code of the City of Rochester is hereby amended as follows:

The compensation of Inspectors of Election of the City of Rochester is hereby fixed as follows: for primary election, general election and registration days: the sum of six dollars and seventy-five cents (\$6.75) per hour worked.

Section 2. The Proposed 2003-04 Budget of the City of Rochester is hereby amended by transferring the sum of \$7,500 from the Contingency Account to the City Council/City Clerk to fund this compensation increase for Election Inspectors.

Section 3. This ordinance shall take effect immediately.

Passed unanimously.

TO THE COUNCIL

Ladies and Gentlemen:

Resolution No. 2003-15
Re: Resolution of Budgetary
Intent – Fiscal Reporting

Transmitted herewith for your approval is a resolution of budgetary intent regarding projected near-term budget challenges. As we know from the current and future financial picture presented in the Proposed Budget, the City is facing a potential General Fund gap of \$36.9 million in 2004-05. This gap is driven in large measure by an anticipated increase of \$18.2 million in retirement contributions and an increase of approximately \$3.7 million in health insurance costs.

Because of the seriousness of a variety of policy decisions in this changeable fiscal environment, it is essential for Council to have adequate information as both revenue and expenditure projections become clearer. The proposed resolution requests that by no later mid-January, 2004, the Administration provide Council with the following:

1. A revised estimate of retirement system costs for 2004-05, based on information to be provided by the New York State & Local Employees Retirement System and including data through December 2003.
2. A revised estimate of health insurance costs for 2004-05 based on information from health insurers and including data through December 2003.
3. By mid-February, revised sales tax revenue estimates for both 2003-04 and 2004-05 based on sales tax receipts through December 2003.
4. Any mid-year recommendations by the Mayor for budgetary actions to address a potential budget gap in 2004-05.

The receipt of such information will provide City Council with a critical tool that it needs as we continue to shape the policy direction of the City for the coming years.

Respectfully submitted,
Brian F. Curran
Councilmember at Large

Benjamin L. Douglas, Chair
Finance & Public Safety Committee

Resolution No. 2003-15
(Int. No. 244F)

Resolution of Budgetary Intent -- Fiscal Reporting

WHEREAS, the current General Fund multi-year gap projection for the fiscal year 2004-05 is \$36.9 million, including the substantial anticipated impact of increased costs for retirement system contributions and group health insurance benefits, and

WHEREAS, the current projected increase in the City's contribution to the retirement system for 2004-05 is \$18.2 million, and

WHEREAS, the current projected increase in the City's contribution for employee health benefits is approximately \$3.7 million, and

WHEREAS, in the face of an uncertain fiscal situation, the need for increased fiscal oversight by the Council is heightened.

BE IT THEREFORE RESOLVED, by the Council of the City of Rochester as follows:

Section 1. The Mayor is hereby requested to provide Council a six-month report on the status of General Fund gap projections on or before January 15, 2004.

Section 2. Said report shall include the following information:

A. A revised estimate of retirement system costs for 2004-05 based on information provided by the New York State & Local Employees Retirement System and including data through December 2003, and

B. A revised estimate of health insurance costs for 2004-05 based on information received from health insurers and including data through December 2003, and

C. By February 15, 2004 revised sales tax revenue estimates for 2003-04 and projections for 2004-05 based on sales tax receipts through December 2003.

Section 3. The Mayor is further requested to provide recommendations to the Council for any and all appropriate budgetary actions to address the potential budget gap in 2004-05.

Section 4. This resolution shall take effect immediately.

Adopted unanimously.

TO THE COUNCIL
Ladies and Gentlemen:

Ordinance No. 2003-218
Re: Budget Amendment –Parenting
Education -- \$16,000

Transmitted herewith for your approval is an amendment to the Proposed 2003-04 Budget transferring \$16,000 from Contingency to the Department of Parks, Recreation and Human Services to support efforts to enhance parenting skills for parents of young children.

During the recent Budget hearings, numerous references were made to the problems of children who lack adequate supervision, guidance, and structure in their families. It is clear that in some households parents may lack basic parenting skills. These parents, although well intentioned, may also lack appropriate role models for such skills. The Mayor's Youth Summit identified this issue as a key to the success of our children.

The 21st Century funding that the City will receive over the next three years from NY State will be used in part for such an effort through a Parent University that is being planned currently. However, the holistic approach that will be required for such an undertaking to succeed will require multi-pronged efforts.

Monroe County is currently conducting a similar effort through the provision of commercially available kits that are used to train personnel at existing community agencies. We have learned from these agencies that additional kits would be very beneficial. In addition, there are no kits available in Spanish.

The proposed funding will provide additional resources to PRHS to help acquire additional kits, including one in Spanish (\$6,000), and to provide additional resources for appropriate promotion efforts on the crucial role that effective parenting plays in the development of our children (\$10,000).

Rochester 2010: The Renaissance Plan commits the City to support the ongoing educational efforts and to encourage health, safety and responsibility among our citizens. Providing the parents of young children with adequate tools to fulfill their responsibilities to their children and the larger society is clearly an appropriate strategy to achieve these goals.

Respectfully submitted,
Tim O. Mains
Councilmember at Large

Wade S. Norwood
Councilmember at Large

Ordinance No. 2003-218
(Int. No. 244G)

Amending The Proposed 2003-04 Budget In Regard To
Parenting Education-- \$16,000

BE IT ORDAINED, by the Council of the City of Rochester as follows:

Section 1. The 2003-04 Proposed Budget of the City of Rochester is hereby amended by transferring \$16,000 from Contingency to the Department of Parks, Recreation and Human Services to support Parenting Education efforts.

Section 2. This ordinance shall take effect immediately.

Passed unanimously.

TO THE COUNCIL
Ladies and Gentlemen:

Ordinance No. 2003-219
Re: Budget Amendment – Center
City Revitalization - \$2,500

Transmitted herewith for your approval is an amendment to the Proposed 2003-04 Budget transferring \$2,500 from Contingency to the City Council/City Clerk to support ongoing communication and community involvement relating to the revitalization of our Center City.

At the Special Hearing on Center City redevelopment, many representatives of the development and real estate management communities recommended ongoing regular communication between and among the private sector, the City Administration, and the City Council. After discussion of the obvious benefits of this suggestion, the Housing & Economic Development Committee has accepted responsibility for setting up an appropriate schedule and working out logistics. In addition, the Mayor has consented to assign appropriate Administration staff to these meetings.

Rochester 2010: The Renaissance Plan highlights the importance of our Center City to the entire region. Many of the exciting projects that are currently in the formative stages will require close coordination and communication between and among the various parties at interest if they are to be successful. The modest allocation of \$2,500 is to ensure that funds will be available for any required outreach, support, or other unforeseen necessities for these meetings.

The Rochester Downtown Development Corporation (RDDC) has agreed to serve as the coordinating body for these meetings and to work closely with the Council and the Administration to move forward on our mutual goals of making Rochester's Center City the vibrant and vital center our community deserves.

Respectfully submitted,
Wade S. Norwood
Councilmember at Large

Lois J. Giess
President

Ordinance No. 2003-219
(Int. No. 244H)

Amending The Proposed 2003-04 Budget In Regard To
Center City Revitalization -- \$2,500

BE IT ORDAINED, by the Council of the City of Rochester as follows:

Section 1. The 2003-04 Proposed Budget of the City of Rochester is hereby amended by transferring the sum of \$2,500 from Contingency to City Council/City Clerk to support efforts for the revitalization of the Center City.

Section 2. This ordinance shall take effect immediately.

Passed unanimously.

TO THE COUNCIL:
Ladies and Gentlemen:

Ordinance Nos. 2003-220, 2003-221,
2003-222, 2003-223, Local Improvement
Ordinance No. 1521, And Resolution No. 2003-16
Re: 2003-04 Budget

R2010: Campaign 7 - Quality Service

Transmitted herewith for your approval is legislation relating to the 2003-04 Budget. This legislation will:

1. Approve appropriations and establish revenue estimates for the City;
2. Authorize the tax levies required to finance appropriations for the City and City School District;
3. Authorize the budgets and related assessments for the Local Works program;
4. Confirm the assessments required for the following programs:
 - a. Street mall maintenance
 - b. Neighborhood parking lot operation
 - c. Public Market snow removal and security services
 - d. Street lighting and sidewalk districts
 - e. Merchants/Winton open space district
 - f. Downtown Guide District, and
 - g. Downtown Enhancement District;
5. Confirm the addition to the tax roll of various assessments, fees and unpaid charges; and
6. Authorize an increase in local works rates.

The proposed 2003-04 City budget was submitted to City Council on May 16. The proposed legislation is based upon this budget, which provides for:

1. Total City appropriations of \$357,943,800 as follows:

<u>Proposed 2003-04</u>	<u>Amended 2002-03</u>	<u>Dollar Difference</u>	<u>Percent Difference</u>
\$357,943,800	\$350,254,100	\$7,689,700	2.2

Total City revenue (excluding property tax) estimates of \$315,430,366 as follows:

<u>Proposed 2003-04</u>	<u>Amended 2002-03</u>	<u>Dollar Difference</u>	<u>Percent Difference</u>
\$315,430,366	\$308,127,997	\$7,302,369	2.4

2.

Total tax levies of \$148,098,300 for the City and City School District as follows:

	<u>Proposed 2003-04</u>	<u>Amended 2002-03</u>	<u>Dollar Difference</u>	<u>Percent Difference</u>
Tax Revenue	\$139,952,893	\$134,570,079	\$5,382,814	4.0
Tax Reserve	<u>8,145,407</u>	<u>7,832,121</u>	<u>313,286</u>	4.0
Tax Levy	\$148,098,300	\$142,402,200	\$5,696,100	4.0

3.

Total appropriations for the Local Works fund of \$12,031,700 and total assessments of \$12,199,200.

	<u>Proposed 2003-04</u>	<u>Amended 2002-03</u>	<u>Dollar Difference</u>	<u>Percent Difference</u>
Street Cleaning	\$ 1,760,851	\$ 2,581,356	\$- 820,505	-31.79
Sidewalk Repair	1,087,938	913,856	174,082	19.05
Roadway Plowing	7,931,187	6,812,553	1,118,634	16.42
Sidewalk Plowing	<u>1,419,224</u>	<u>1,549,335</u>	<u>-130,111</u>	-8.40
Total	\$12,199,200	\$11,857,100	\$ 342,100	2.89

4.

The budgets for the Public Market and street malls were approved on March 11, 2003. The budgets for the lighting and sidewalk and open space districts were approved by City Council on April 8, 2003. The budgets for neighborhood parking lots and Downtown Guides and Downtown Enhancement Districts were approved on May 13, 2003. The assessments required for the various programs consist of the following:

	<u>Proposed 2003-04</u>	<u>Amended 2002-03</u>	<u>Dollar Difference</u>	<u>Percent Difference</u>
Street Malls	\$ 83,051	\$ 84,484	-\$ 1,433	-1.7
Parking Lots	68,500	55,900	12,600	22.5
Public Market	23,609	27,326	-3,717	-13.6
Lighting and Sidewalks	35,348	35,348	0	0.0
Open Space District	3,220	3,220	0	0.0

Downtown Guides	315,260	319,915	-4,655	-1.5
Downtown Enhancement	510,100	497,500	12,600	2.5

5.

The proposed additions to the tax roll consist of the following charges:

	<u>Proposed</u> <u>2003-04</u>	<u>Amended</u> <u>2002-03</u>	<u>Dollar</u> <u>Difference</u>	<u>Percent</u> <u>Difference</u>
Delinquent Refuse	\$ 533,716	\$ 538,837	-\$ 5,121	-1.0
Delinquent Water	5,658,163	5,199,283	458,880	8.8
Code Enforcement	47,755	33,819	13,936	41.2
Supplemental and Omitted Taxes	320,115	193,072	127,043	65.8
Local Improvements	103,778	115,943	-12,165	-10.5
Encroachments	5,175	5,450	-275	-5.0
Rehabilitation/Demolition	73,388	100,884	-27,496	-27.3
Code Violations	1,700,045	1,579,901	120,144	7.6

6.

A local works rate increase of 2.97% is proposed to balance the Local Works Fund. The proposed increase is expected to result in a net increase of \$328,000 in local works revenue.

7.

A limit of \$16,595,900 is established as the amount of direct or non-self supporting debt that may be issued by the City for general municipal purposes during the fiscal year 2003-04.

The limit for general municipal purposes is equivalent to the amount of direct or tax-supported debt principal that will be redeemed during 2003-04. Thus, adherence to the limit will ensure that the total amount of direct indebtedness will not increase during the year. The redemption amount is calculated so as not to include repayments attributable to projects approved as exceptions to the limit (e.g. Public Safety Building) or for directly attributable revenue (e.g. Library Foundation reimbursement).

	<u>Debt</u> <u>Redemption</u>	<u>CIP Total</u>	<u>Difference</u>
Total Debt	\$24,175,500	\$28,391,000	
Less: Self-Supporting Debt	<u>7,579,600</u>	<u>12,141,000</u>	
Direct Debt	\$16,595,900	\$16,250,000	\$345,900

The programmed debt in the CIP is \$345,900 (2%) less than the permissible total for 2003-04.

Legislation pertaining to the rollover of debt authorization from prior years will be proposed during the coming year when a proper estimate can be made. Details of the programs supported by this debt authorization can be found in the Proposed Capital Improvement program, submitted to City Council on May 2, 2003.

8.

Extend the time allowed to spend remaining 2000-01 debt authority until June 30, 2004.

On June 30, 2003, authority to borrow amounts in the 2000-01 Debt Authorization plan will expire. In order to fund specific economic development initiatives, a one-year extension to use the amounts originally programmed for General Acquisition and Demolition, Science Park, and Industrial Park at High Falls is requested. As discussed during the Council hearing on the 2003-04 Budget, funds from the latter two projects have been reprogrammed on behalf of Brooks Landing, La Avenida, and West Main Street Revitalization projects.

Because of the nature of economic initiatives, the adaptation of priorities to reflect changing needs, and a troubled national economy, there have been delays in using these funds. However, in order to encourage and leverage investments we must maintain our capability to invest when the opportunity is right. Therefore, continuing the availability of access to these debt authorizations is vital.

2000-01 Debt Plan (EDD-related)	
G-3 Acquisition and Demolition Original Allocation	\$1,000,000
Authorized	<u>550,000</u>
Remaining	\$ 450,000
G-8 Science Park Original Allocation	\$1,544,000
Authorized	<u>194,000</u>
Remaining	\$1,350,000
G-8 Industrial Park - High Falls Original Allocation	\$1,463,000
Authorized	<u>363,000</u>
Remaining	\$1,100,000
Total Remaining:	\$2,900,000

It is requested that carry-over authority for this amount be provided until June 30, 2004. The debt limit for FY 2000-2001 will not be exceeded by this extension; only the time limit is altered. As always, Council must approve each resulting request for bonding authority on an individual basis.

The City School District budget will be transmitted at a later date because of its late arrival in my office.

Respectfully submitted,
William A. Johnson, Jr.
Mayor

Ordinance No. 2003-220
(Int. No. 244, As Amended)

Adoption Of The Budget Estimates For Municipal Purposes For The 2003-04 Fiscal
Year, And Appropriation Of Sums Set Forth Therein And
Approving Commercial Refuse Fees

BE IT ORDAINED, by the Council of The City of Rochester as follows:

Section 1. The budget estimate for municipal purposes for the fiscal year July 1, 2003 to June 30, 2004, providing for the expenditure of \$357,943,800, is in all respects adopted, confirmed, fixed, and determined.

Section 2. The sums of money designated in the budget estimate for municipal purposes for the fiscal year 2003-04 are hereby authorized to be expended and the sum of \$357,943,800 is hereby appropriated for the current expenses of the departments and agencies; cash capital; debt service; and for the other purposes therein, in the manner provided by law, as listed below:

City Council and Clerk	\$ [1,432,300]	<u>1,442,300</u>
Administration	9,913,700	
Community Development	5,858,600	
Economic Development	3,263,200	
Environmental Services	[68,322,200]	<u>68,352,200</u>
Finance	7,579,700	
Law	1,866,000	
Library	10,337,200	
Parks, Recreation, and Human Services	[17,598,300]	<u>17,647,100</u>
Emergency Communications	8,018,900	
Police	60,169,600	
Fire	37,237,300	
Undistributed Expenses	67,009,000	
Contingency	[3,933,600]	<u>3,844,800</u>
Cash Capital	21,518,000	
Debt Service	33,886,200	
Sub-total	357,943,800	
Tax Reserve	2,474,327	
Total	\$360,418,127	

Section 3. The budget estimate of the current revenues and other receipts, other than real estate taxes and the School Tax Relief (STAR) funds, for municipal purposes for the fiscal year 2003-04 is hereby fixed and determined at \$315,430,366 and said sum is appropriated for the purposes set forth in the budget estimate.

Section 4. The budget estimate for the fiscal year 2003-04 providing for the raising of taxation on real estate for municipal purposes of the sum of \$44,987,761 is hereby adopted.

Section 5. Pursuant to subsection 20-24B(1) of the Municipal Code, the Council hereby approves

the fees for collection of commercial refuse and recyclables as proposed by the Mayor for fiscal year 2003-04.

Section 6. This ordinance shall take effect on July 1, 2003.

Bracketed material deleted; underlined material added.

Passed unanimously.

Ordinance No. 2003-221
(Int. No. 245)

Levying Taxes For Municipal Purposes For The Fiscal Year Commencing July 1, 2003 And
Expiring June 30, 2004

BE IT ORDAINED, by the Council of The City of Rochester as follows:

Section 1. The sum of \$44,987,761, which sum is deemed by the Council sufficient with other revenues to produce from collection during the fiscal year commencing July 1, 2003 and expiring June 30, 2004 the amount required to meet the budget estimates for municipal purposes, is hereby levied on all taxable real property in the City of Rochester, as set forth in the assessment rolls, for the fiscal year commencing July 1, 2003 and expiring June 30, 2004.

Section 2. The Director of Finance shall cause the taxes levied above to be inserted in the assessment rolls for the fiscal year commencing July 1, 2003 and expiring June 30, 2004.

Section 3. This ordinance shall take effect on July 1, 2003.

Passed unanimously.

Ordinance No. 2003-222
(Int. No. 246)

Levying Taxes For School Purposes For The Fiscal Year Commencing July 1, 2003 And
Expiring June 30, 2004

BE IT ORDAINED, by the Council of The City of Rochester as follows:

Section 1. The sum of \$103,110,539, which sum is deemed by the Council sufficient with other revenues to produce from collection during the fiscal year commencing July 1, 2003 and expiring June 30, 2004 the amount required to meet the budget estimates for school purposes, is hereby levied on all taxable real property in the City of Rochester, as set forth in the assessment rolls, for the fiscal year commencing July 1, 2003 and expiring June 30, 2004.

Section 2. The Director of Finance shall cause the taxes levied above to be inserted in the assessment rolls for the fiscal year commencing July 1, 2003 and expiring June 30, 2004.

Section 3. This ordinance shall take effect on July 1, 2003.

Passed by the following vote:

Ayes - President Giess, Councilmembers Curran, Douglas, Griswold, Norwood, Santiago, Stevenson, Thompson - 8.

Nays - None - 0.

Councilmember Mains abstained vote because he is an employee of the affiliated agency.

Ordinance No. 2003-223
(Int. No. 247)

Confirming The Assessments, Amounts And Charges To Be Inserted In The Annual Tax
Rolls For The Fiscal Year Commencing July 1, 2003 And Expiring June
30, 2004

BE IT ORDAINED, by the Council of The City of Rochester as follows:

Section 1. The following assessments, amounts and charges, and the allocation of said amounts against properties in the City, as set forth in roll or rolls on file in the City Clerk's Office, to be inserted into the annual tax rolls for the fiscal year commencing July 1, 2003 and expiring June 30, 2004, are hereby in all respects confirmed:

Street and Lot Cleaning	\$1,760,851.00
Roadway Snow Removal	7,931,187.00
Sidewalk Snow Removal	1,419,224.00
Hazardous Sidewalk Repair	1,087,938.00
Delinquent Refuse	533,715.80
Delinquent Water Charges	5,658,162.69
Supplemental Taxes	292,118.97
Omitted Taxes	27,996.51
Street Malls	74,663.00
Arnold Park Monuments	8,387.75
Parking Lots	68,500.00
Code Enforcements	47,755.00
Code Violations	1,700,045.00
Local Improvements	103,778.17
Downtown Enhancement	510,100.00
Public Market Plowing	1,339.03
Public Market Security	22,270.32
Encroachment Fees	5,175.00
Rehabilitation Charges	68,661.72
Downtown Guides	315,260.00
Lyell Avenue Street Lights -District I	2,105.41
Lyell Avenue Street Lights -District II	2,310.36
Wilson Blvd. Street Lights	523.85
Blossom Road Lights	609.42
Merchants/Winton Open Space	3,219.60
Monroe Avenue Lights I	7,166.90
Monroe Avenue Lights and Sidewalk II	9,560.38
Norton Street District	4,121.09
Cascade District	5,044.20
Lake Avenue Lights	3,906.08
Demolition	4,726.45

Section 2. This ordinance shall take effect immediately.

Passed unanimously.

Local Improvement Ordinance No. 1521
(Int. No. 248)

Local Improvement Ordinance - Street Cleaning, Street And Sidewalk Snow Removal,
And Hazardous Sidewalk Repair Commencing July 1, 2003 And
Expiring June 30, 2004

BE IT ORDAINED, by the Council of The City of Rochester as follows:

Section 1. The Council finds and declares (1) that it is in the public interest to provide street cleaning, snow removal services on the streets and sidewalks, and the repair of hazardous sidewalks in the City of Rochester during the fiscal year from July 1, 2003 to June 30, 2004; (2) that the provision of such service benefits the properties abutting on such streets and sidewalks, and (3) that the cost of providing such services should be borne by the benefited properties according to the benefit received by such properties.

Section 2. The Commissioner of Environmental Services shall cause the following improvements and work to be provided on streets, sidewalks and lots in the City of Rochester during the fiscal year July 1, 2003 to June 30, 2004:

- A.
The removal of snow from such sidewalks and the repair of such hazardous sidewalks as the Commissioner may direct.
- B.
The removal of snow and ice from the roadway of such streets as the Commissioner may direct, including the use of sodium chloride, calcium chloride, and other chemicals or abrasives for the treatment of slippery or icy pavement as deemed necessary by the Commissioner.
- C.
The cleaning and/or flushing of such streets as the Commissioner may direct, including hand-cleaning, tank flushing, mechanical sweeping, and the collection and removal of brush, leaves, and debris.

Section 3. Such work shall be done by competitive contract, or by the Department of Environmental Services, as the Commissioner of Environmental Services deems appropriate.

Section 4. The cost of providing such street cleaning and street snow removal services for the 2003-04 fiscal year shall be assessed against all parcels of property that abut a street, reflecting the benefit to be derived by such parcels from such services. The cost of providing such sidewalk repair and snow removal services for the 2003-04 fiscal year shall be assessed against all parcels of property that abut a sidewalk, reflecting the benefit to be derived by such parcels from such services.

Section 5. The amount assessed shall be allocated among all benefited parcels in direct proportion to each parcel's street or sidewalk footage, defined for purposes of this ordinance as the full footage of the parcel along the street or sidewalk upon which it fronts, plus one-third of the footage along any other abutting streets or sidewalks. The Council hereby determines that such street or sidewalk footage represents the relative amount of benefit received by each such parcel.

Section 6. The total cost of such services to be assessed on July 1, 2003 shall be \$12,199,200 consisting of \$1,760,851 for street and lot cleaning, \$1,087,938 for sidewalk repair, \$7,931,187 for

roadway snow removal and \$1,419,224 for sidewalk snow removal services. Such total amount constitutes an estimate of the amount necessary to pay contractors to provide services and to cover the costs of providing services with City crews between July 1, 2003 and June 30, 2004, less any miscellaneous revenues estimated to be collected during the same period, plus a reasonable reserve for uncollected assessments. All assessments collected shall be paid into the Local Works Fund, and all costs incurred shall be paid from such fund. The amounts assessed herein are appropriated for that purpose.

Section 7. The amount assessed on July 1, 2003 shall be billed on the tax bill and shall be due in one installment. Delinquent assessments collected more than 60 days into a fiscal year subsequent to the fiscal year billed shall be credited as revenue in the year collected and applied against costs in that fiscal year.

Section 8. This ordinance shall take effect on July 1, 2003.

Passed by the following vote:

Ayes - President Giess, Councilmembers Curran, Douglas, Griswold, Mains, Norwood, Santiago, Stevenson, Thompson - 9.

Nays - None - 0.

Resolution No. 2003-16
(Int. No. 249)

Resolution Approving The 2003-04 Debt Resolution For General Municipal Purposes

BE IT RESOLVED, by the Council of the City of Rochester as follows:

WHEREAS, an important component of the City's expense budget and tax levy is debt; and

WHEREAS, the amount of debt outstanding is one of the major factors evaluated by credit agencies in the determination of bond rating; and

WHEREAS, control of the debt service expense and the amount of outstanding debt must necessarily be exercised through restrictions on bond and note authorizations; and

WHEREAS, bond ratings influence the rate of interest which must be paid on indebtedness and therefore the amount of debt service.

NOW, THEREFORE, BE IT RESOLVED, by the Council of the City of Rochester, that it is the intent and policy of the City to limit the amount of bonds and notes authorized in fiscal year 2003-04 to \$16,595,900 for general municipal purposes.

BE IT FURTHER RESOLVED, that no authorization included in the debt limit, if not actually approved by the City Council, shall be carried-over and included in the limit for a fiscal year that is more than one year subsequent to the fiscal year for which the authorization was originally planned. By this resolution, the Council specifically approves inclusion until June 30, 2004 of carryover amounts from the 2000-01 Debt Authorization relating to General Acquisition and Demolition, the Science Park and the Industrial Park at High Falls.

BE IT FURTHER RESOLVED, that exceptions to this policy are to be approved only for projects and purposes which could not reasonably be foreseen and, if not approved, would result in an obvious public danger or economic loss; and for projects and purposes for which the debt issued therefor would be self-supporting.

BE IT FURTHER RESOLVED, that to insure continued awareness of an adherence to this policy, each separate request for authorized debt shall be accompanied by a report in which the amount of debt actually authorized is compared to the amount of debt herein established as a limit.

BE IT FURTHER RESOLVED, that the redemption of any debt issued as an exception to a debt limit shall be excluded from the calculation of subsequent debt limits.

This resolution shall take effect immediately.

Adopted unanimously.

Ordinance No. 2003-224
(Int. No. 253)

Adoption Of The Budget Estimates For School Purposes For The Fiscal Year Commencing
July 1, 2003 And Expiring June 30, 2004, And Appropriation Of Sums Set
Forth Therein

BE IT ORDAINED, by the Council of The City of Rochester as follows:

Section 1. The budget estimate for school purposes for the fiscal year July 1, 2003 to June 30, 2004, providing for the expenditure of \$552,080,273, is in all respects adopted, confirmed, fixed, and determined.

Section 2. The sums of money designated in the budget estimate for school purposes for the fiscal year 2003-04 are hereby authorized to be expended and the sum of \$552,080,273 is hereby appropriated to the Board of Education for the following purposes:

Operations	\$512,753,212
Cash Capital	8,700,000
Debt Service	<u>30,627,061</u>
Subtotal	552,080,273
Tax Reserve	<u>5,671,080</u>
Total	\$557,751,353

Section 3. The budget estimate of the current revenues and other receipts, other than real estate taxes, for school purposes for the fiscal year 2003-04 is hereby fixed and determined at \$454,640,814 and said sum is appropriated for the purposes set forth in the budget estimate.

Section 4. The budget estimate for the fiscal year 2003-04 providing for the raising of taxation on real estate for school purposes of the sum of \$103,110,539 is hereby adopted.

Section 5. This ordinance shall take effect on July 1, 2003.

Passed by the following vote:

Ayes - President Giess, Councilmembers Curran, Douglas, Griswold, Norwood, Santiago, Stevenson, Thompson - 8.

Nays - None - 0.

Councilmember Mains abstained vote because he is an employee of the affiliated agency.

Increases

Revenue:

- A proposed property tax levy increase is required to balance the budget
- Transfers from reserves are required to balance the budget
- A one time appropriation of Refuse Fund balance to maintain capital expenses is initiated
- A Local Works rate increase to replenish funds following a difficult winter is proposed
- A water rate increase implemented in January 2003 increases revenue estimates

Expense:

- Employer's retirement contribution increases in accordance with rates projected by the Retirement System
- Wage and salary increases in accordance with current labor agreements or awards and a allowance for contracts currently under negotiation
- Medical insurance coverage for current and retired employees in accordance with rate increases provided by third party insurers

Decreases

Revenue:

- Appropriations of enterprise and special funds balances do not recur
- Various grants for public safety activities are completed
- Lower interest rates decrease projected interest revenue
- County support to the Central Library is further reduced

Expense:

- Several program eliminations or reductions detailed within departmental budgets
- Efficiencies realized through productivity and prior year investments
- Decline in debt service per repayment schedule
- Provision for services to the City School District does not recur

REVENUE SUMMARY SUMMARY OF REVENUE CHANGES

General Fund 2003-04 revenue estimates are \$6,685,000 or 2.6% more than the 2002-03 Budget. A “zero” increase is assumed for New York State General Purposes Aid. An increase in sales tax reflects an anticipated 1% growth in taxable sales. The proposed tax levy is required to balance the budget. Lower interest rates decrease interest earnings revenue. The proposed property tax increase also increases the New York State School Tax Relief (STAR) program revenue.

Special Fund 2003-04 revenue estimates are \$721,300 or 4.5% less than the 2002-03 Budget. A reduction in funding from Monroe County to support the Central Library is assumed. An increase in property tax support is required for the Animal Control Fund and the Library Fund due to non-recurrence of fund balances transfers and budget increases.

Enterprise Fund 2003-04 revenue estimates are \$1,726,000 or 2.3% more than the 2002-03 Budget. A proposed Local Works rate increase for 2003-04 increase revenue estimates.

REVENUE SUMMARY
SUMMARY OF REVENUE CHANGES

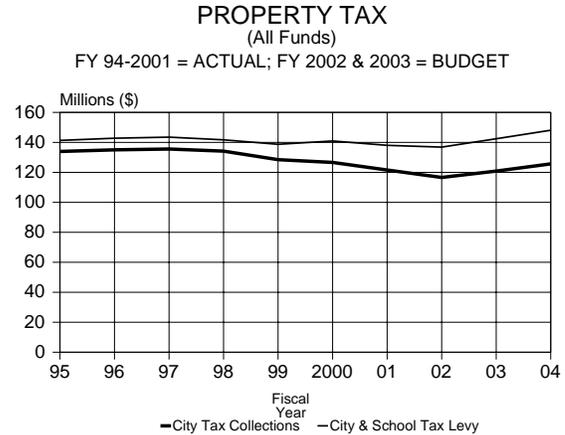
	<u>Budget 2002-03</u>	<u>Budget 2003-04</u>	<u>Change</u>	<u>Percent Change</u>
General Fund				
Taxes				
Property Tax (City & School)	114,882,700	118,212,500	3,329,800	2.9%
Delinquent and Supplemental Taxes	4,295,800	4,475,300	179,500	4.2%
In-Lieu-of-Tax Payments	11,077,300	11,040,700	-36,600	-0.3%
Interest Penalties	3,124,400	3,350,000	225,600	7.2%
Sales Tax	111,380,000	111,700,000	320,000	0.3%
Utilities Gross Receipts Tax	10,100,000	10,300,000	200,000	2.0%
Mortgage Tax	<u>1,600,000</u>	<u>1,600,000</u>	<u>0</u>	0.0%
Total General Fund Taxes	256,460,200	260,678,500	4,218,300	1.6%
Other General Fund Revenues				
Departmental Income	5,262,200	5,026,000	-236,200	-4.5%
Use of Money & Property	1,771,500	797,700	-973,800	-55.0%
Fines & Forfeitures	4,362,800	4,769,100	406,300	9.3%
Licenses & Permits	1,753,800	1,904,700	150,900	8.6%
Sale of Property & Compensation for Loss	924,200	1,148,900	224,700	24.3%
Miscellaneous	5,487,000	5,699,000	212,000	3.9%
Intergovernmental State	64,987,500	65,540,600	553,100	0.9%
Intergovernmental Federal	7,657,000	6,097,500	-1,559,500	-20.4%
Intergovernmental Other	12,666,300	13,085,300	419,000	3.3%
Interfund Revenue	<u>-102,909,500</u>	<u>-99,639,300</u>	<u>3,270,200</u>	-3.2%
Total Other General Fund	1,962,800	4,429,500	2,466,700	125.7%
Total General Fund	258,423,000	265,108,000	6,685,000	2.6%
Other Funds Totals				
Animal Control	1,205,400	1,235,700	30,300	2.5%
Library	14,859,700	14,108,100	-751,600	-5.1%
Water	31,853,100	32,386,900	533,800	1.7%
War Memorial	3,293,200	3,297,800	4,600	0.1%
Parking	5,165,400	5,156,700	-8,700	-0.2%
Cemetery	1,988,300	2,061,600	73,300	3.7%
Public Market	1,037,100	981,100	-56,000	-5.4%
Refuse	20,686,700	21,576,200	889,500	4.3%
Local Works	<u>11,742,200</u>	<u>12,031,700</u>	<u>289,500</u>	2.5%
Total Other Funds	91,831,100	92,835,800	1,004,700	1.1%
Total All Funds	350,254,100	357,943,800	7,689,700	2.2%

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. 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 decreases by \$38,916,983 from the 2002-03 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 2002-03 budget:

	<u>2002-03</u>	<u>2003-04</u>	<u>Change</u>
Expenses	350,254,100	357,943,800	7,689,700
Non-Property Tax Revenue	<u>229,407,700</u>	<u>232,282,400</u>	<u>2,874,700</u>
Property Tax Required (City & School)	120,846,400	125,661,400	4,815,000

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 2003-04. In addition, anticipated collections for the first sixty days following the current year are accrued as 2003-04 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 2003-04 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 an exemption from property taxes for owner-occupied primary residences. The "Enhanced" program began in 1998-99 for property owners 65 years of age or older, with incomes of less than \$60,000. Approximately 5,521 property owners will benefit from this program in 2003-04. Beginning in 1999-2000 all other owner-occupied property owners were eligible for the "Basic" STAR program. The "Basic" program was phased in over a three year period. Approximately 25,285 property owners will take advantage of the "Basic" program in 2003-04.

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>2002-03</u>	<u>2003-04</u>	<u>Change</u>
All Funds	120,846,400	125,661,400	4,815,000
General Fund	114,882,700	118,212,500	3,329,800

DELINQUENT & SUPPLEMENTAL TAXES

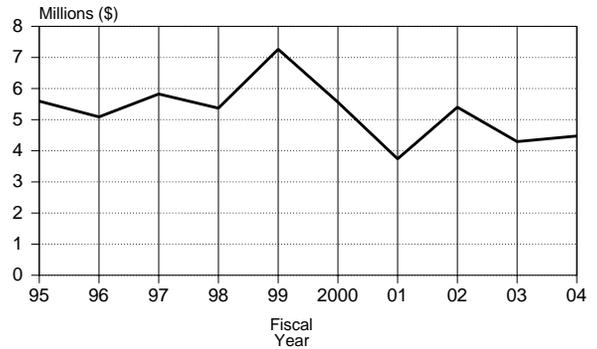
Revenue from property taxes levied but not collected or accrued in previous years is classified as delinquent taxes. After properties have been delinquent for one year, foreclosure actions are taken; uncollected balances are canceled when these actions are completed.

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.

DELINQUENT & SUPPLEMENTAL TAXES

FY 94-2001 = ACTUAL; FY 2002 & 2003 = BUDGET



Major Change

A projected increase in delinquent balances increases revenue, \$179,500.

Year-to-Year Comparison	<u>2002-03</u>	<u>2003-04</u>	<u>Change</u>
	4,295,800	4,475,300	179,500

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:

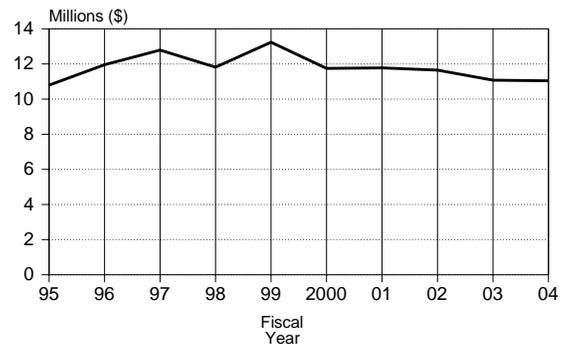
1. The Private Housing Finance Law applies to projects constructed with private resources to provide housing for low and moderate income families. Payments for such projects are generally calculated at a rate of 10% of sheltered rents. Sheltered rents are determined by subtracting that portion of rent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

IN LIEU OF TAX PAYMENTS

FY 94-2001 = ACTUAL; FY 2002 & 2003 = 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-one COMIDA projects and one UDC property make payments in lieu of taxes. Thirty-four properties make shelter rent payments. The Department of Finance, Bureau of Accounting, administers these accounts.

Major Change

Miscellaneous changes decrease revenue, \$36,600.

Year-to-Year Comparison

	<u>2002-03</u>	<u>2003-04</u>	<u>Change</u>
	11,077,300	11,040,700	-36,600

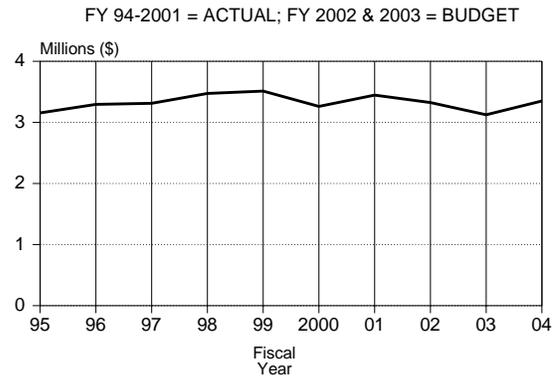
INTEREST & PENALTIES

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.

Major Change

A projected increase in delinquent balances increases revenue, \$225,600.

INTEREST & PENALTIES



Year-to-Year Comparison

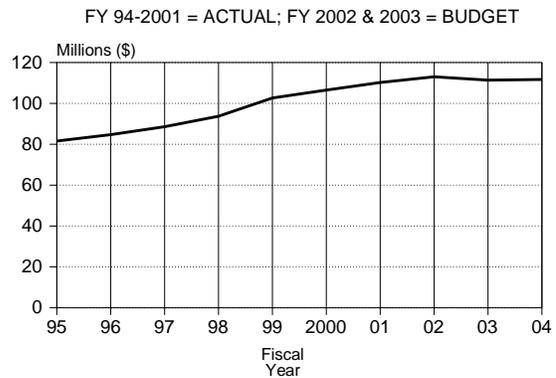
	<u>2002-03</u>	<u>2003-04</u>	<u>Change</u>
	3,124,400	3,350,000	225,600

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.

SALES TAX



REVENUE SUMMARY DESCRIPTIONS & CHANGES

Major Change

Sales tax receipts are anticipated to increase 1% from a lower base than assumed in 2002-03 increases revenue, \$320,000.

Year-to-Year Comparison

<u>2002-03</u>	<u>2003-04</u>	<u>Change</u>
111,380,000	111,700,000	320,000

UTILITIES GROSS RECEIPTS TAX

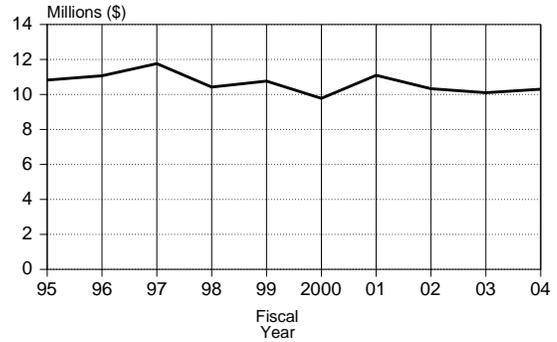
As provided by Section 20b of the General City Law, Rochester imposes a 3% tax on the gross income of utility company transactions in the City. Rochester Gas & Electric Corporation and Frontier Corporation pay approximately 84% of these taxes.

Major Change

A projected increase in utility gross receipts increases revenue, \$200,000.

UTILITIES GROSS RECEIPTS TAX

FY 94-2001 = ACTUAL; FY 2002 & 2003 = BUDGET



Year-to-Year Comparison

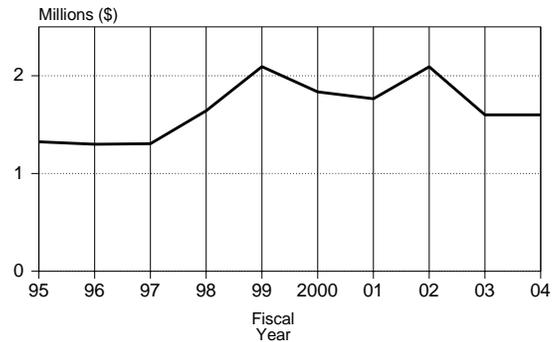
<u>2002-03</u>	<u>2003-04</u>	<u>Change</u>
10,100,000	10,300,000	200,000

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.

MORTGAGE TAX

FY 94-2001 = ACTUAL; FY 2002 & 2003 = BUDGET



Year-to-Year Comparison

<u>2002-03</u>	<u>2003-04</u>	<u>Change</u>
1,600,000	1,600,000	0

REVENUE SUMMARY DESCRIPTIONS & CHANGES

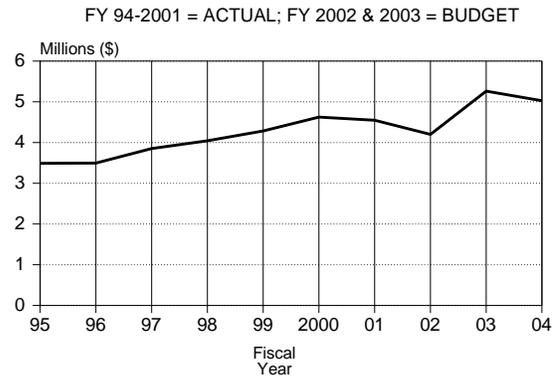
DEPARTMENTAL INCOME

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

Various one-time grants and allocations are complete reducing revenue, \$408,300. An increase in revenue is anticipated due to agreements to provide services to the Towns of Brighton and Gates, partially offset by miscellaneous changes \$116,600. Reductions occur in fees for City services provided interdepartmentally due to work plan changes, decreasing revenue \$106,700. Revised zoning fees increase revenue, \$61,900. Enforcement efforts are anticipated to increase towing fees collected, \$61,000. Various Parks & Recreation fees are raised, increasing revenue, \$43,900. Net of other changes decreases revenue, \$4,600.

DEPARTMENTAL INCOME



Year-to-Year Comparison

2002-03	2003-04	Change
5,262,200	5,026,000	-236,200

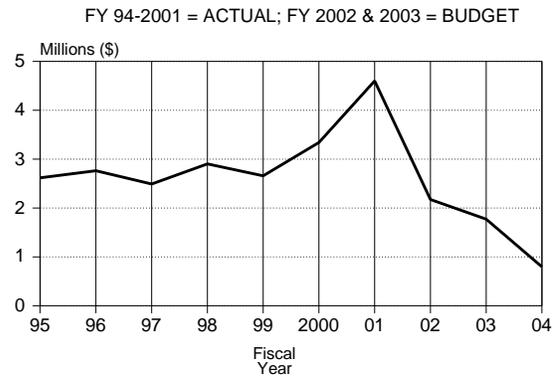
USE OF MONEY & PROPERTY

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

Lower interest rates decrease interest earnings revenue, \$983,200. Net of other changes increases revenue, \$9,400.

USE OF MONEY AND PROPERTY



Year-to-Year Comparison

2002-03	2003-04	Change
1,771,500	797,700	-973,800

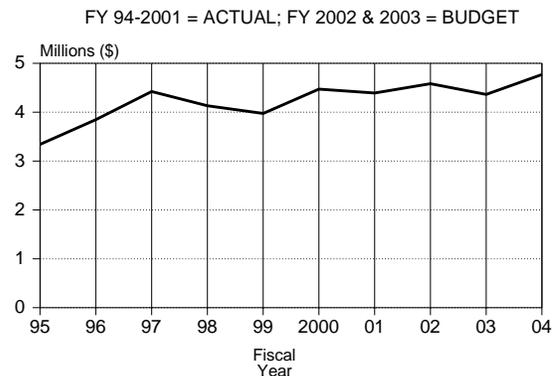
FINES & FORFEITURES

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

An increase in revenue is anticipated due to the New York State increase in parking violation surcharges and moving violation fines, \$355,000 and \$166,500, respectively.

FINES & FORFEITURES



REVENUE SUMMARY DESCRIPTIONS & CHANGES

Municipal Code fines collected are projected to decrease revenue based on historical trends, \$100,000. Net of other changes decreases revenue, \$15,200.

Year-to-Year Comparison	<u>2002-03</u>	<u>2003-04</u>	<u>Change</u>
	4,362,800	4,769,100	406,300

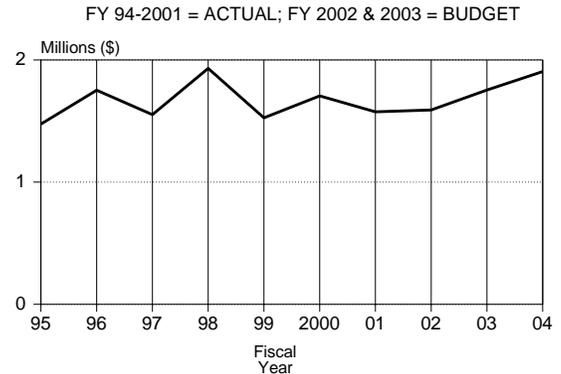
LICENSES & PERMITS

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

Anticipated revenue from professional licenses increases due to 2003-04 being the "on-year" for the biannual license cycle for electricians and stationary engineers, \$228,600. Projections for building permit and street opening permit fees decreases revenue, \$87,000. Net of other changes increases revenue \$9,300.

LICENSES & PERMITS



Year-to-Year Comparison	<u>2002-03</u>	<u>2003-04</u>	<u>Change</u>
	1,753,800	1,904,700	150,900

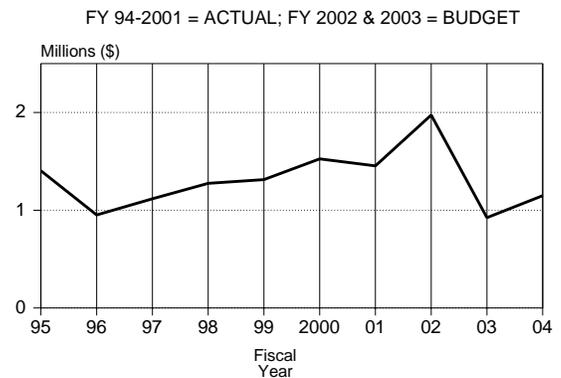
SALE OF PROPERTY & COMPENSATION

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

Sale of property revenue projections increase, \$160,000. Receipts from auto auctions are anticipated to increase, \$68,000. Net of other changes decreases revenue, \$3,300.

SALE OF PROPERTY & COMPENSATION



Year-to-Year Comparison	<u>2002-03</u>	<u>2003-04</u>	<u>Change</u>
	924,200	1,148,900	224,700

REVENUE SUMMARY DESCRIPTIONS & CHANGES

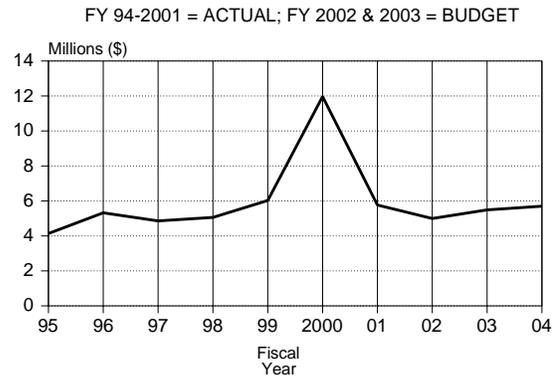
MISCELLANEOUS

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 managed General Fund Surplus increases, \$212,000.

MISCELLANEOUS



Year-to-Year Comparison

<u>2002-03</u>	<u>2003-04</u>	<u>Change</u>
5,487,000	5,699,000	212,000

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.

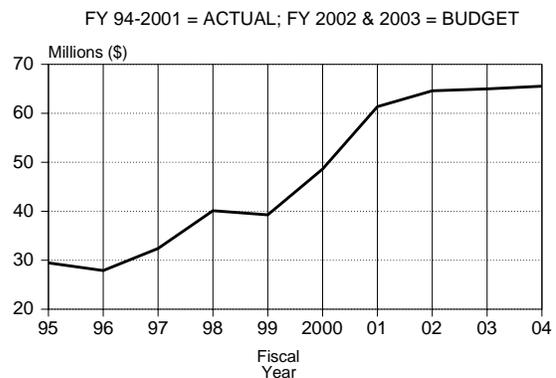
3. Miscellaneous aid includes reimbursements for various services.

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

Major Change

The proposed tax increase also increases STAR program revenues, \$567,800. Completion of various grants decreases revenue, \$211,200. The 21st Century Community Learning Centers grant increases revenue to offset staff to manage the program, \$195,500. Net of other changes increases revenue, \$1,000.

INTERGOVERNMENTAL REVENUE - STATE AID



Year-to-Year Comparison

<u>2002-03</u>	<u>2003-04</u>	<u>Change</u>
64,987,500	65,540,600	553,100

INTERGOVERNMENTAL – FEDERAL

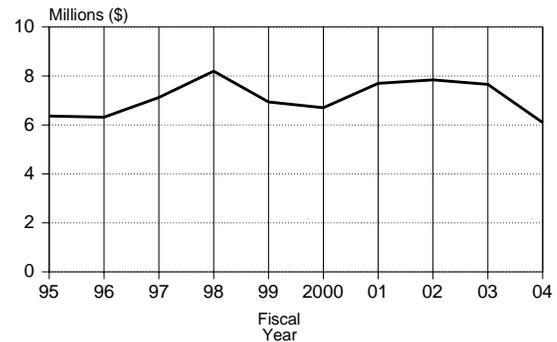
The Federal Aid category includes reimbursements for the administration of federally funded programs. The program appropriations are approved by City Council separate from the City operating budget. The Community Development Block Grant Program is the largest such “off budget” fund .

Major Change

Conclusion of the COPS in Schools grant reduces revenue, \$954,200. The Metro Medical Response grant and the Emergency Preparedness grant are complete, reducing revenue \$177,600 and \$145,000, respectively. COPS MORE reimbursement decreases as grants end and revenue projections decrease, \$170,000. A reduction in Law Enforcement Block Grant funding occurs decreasing revenue estimates, \$57,600. Net of other changes decreases revenue, \$55,100.

INTERGOVERNMENTAL REVENUE - FEDERAL AID

FY 94-2001 = ACTUAL; FY 2002 & 2003 = BUDGET



Year-to-Year Comparison

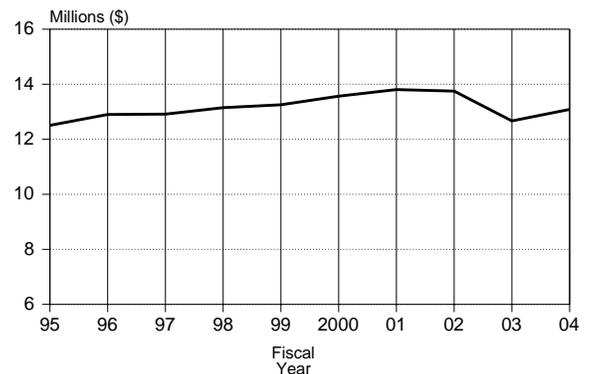
	<u>2002-03</u>	<u>2003-04</u>	<u>Change</u>
	7,657,000	6,097,500	-1,559,500

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.

INTERGOVERNMENTAL REVENUE - OTHER

FY 94-2001 = ACTUAL; FY 2002 & 2003 = BUDGET



Major Change

Monroe County reimbursement for operation of the Emergency Communications Department increases, \$761,000. County reimbursement decreases for Downtown Public Safety, \$250,000, and for the Move In-Move Out program, \$20,700. Projections for the City’s share of OTB profits and hotel/motel occupancy taxes decreases revenue, \$71,700. A Lead Hazard Control project receives funding, \$47,000. Net of other changes decreases revenue, \$46,600.

Year-to-Year Comparison

	<u>2002-03</u>	<u>2003-04</u>	<u>Change</u>
	12,666,300	13,085,300	419,000

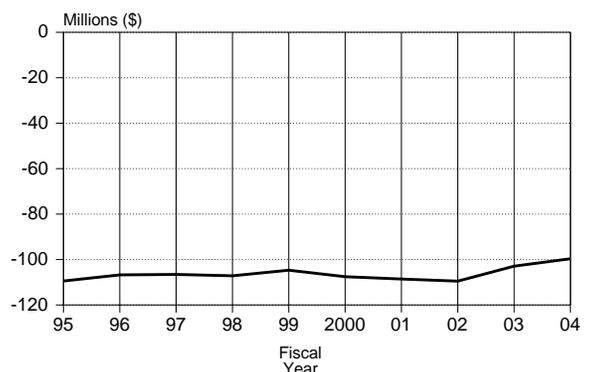
INTERFUND REVENUE

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.

FY 94-2001 = ACTUAL; FY 2002 & 2003 = BUDGET



REVENUE SUMMARY DESCRIPTIONS & CHANGES

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

Transfer from the Premium and Interest Fund increases to offset debt and capital expenditures, \$1,267,000. Transfer from retirement reserve increases to offset escalation in retirement expense, \$1,928,000. Net of other changes increases revenue \$75,200.

Year-to-Year Comparison

	<u>2002-03</u>	<u>2003-04</u>	<u>Change</u>
	-102,909,500	-99,639,300	3,270,200

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.

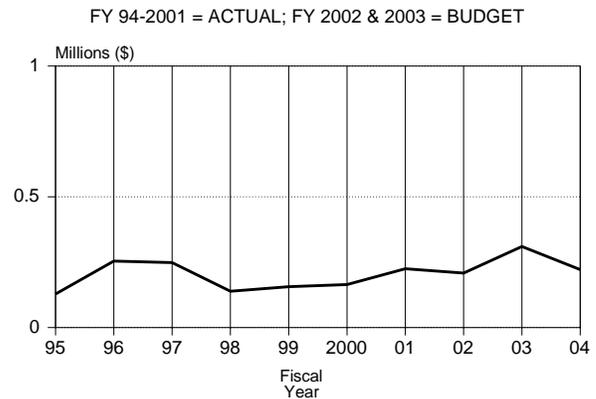
Major Change

A projected decrease in Animal Control center fees, licenses and fines, decreases revenue, \$44,200. Transfer from Premium & Interest account does not recur, \$28,800. Grant funding ends reducing revenue, \$10,000. Lower interest rates decrease interest earnings revenue, \$5,300. An increase in property tax support is required to offset decreases in operating revenue, \$118,600.

Year-to-Year Comparison

	<u>2002-03</u>	<u>2003-04</u>	<u>Change</u>
Operating Revenue	309,900	221,600	-88,300
Property Tax Allocation	<u>895,500</u>	<u>1,014,100</u>	<u>118,600</u>
	1,205,400	1,235,700	30,300

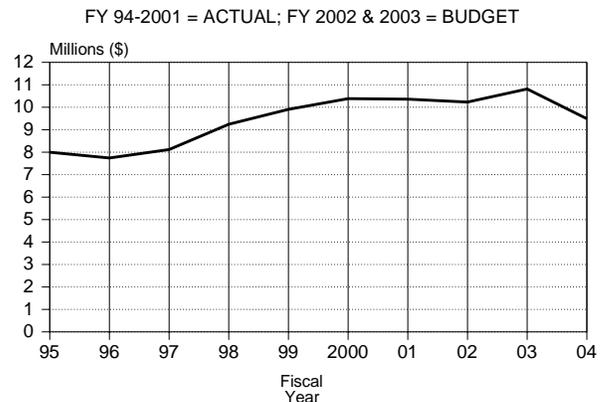
ANIMAL CONTROL FUND



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



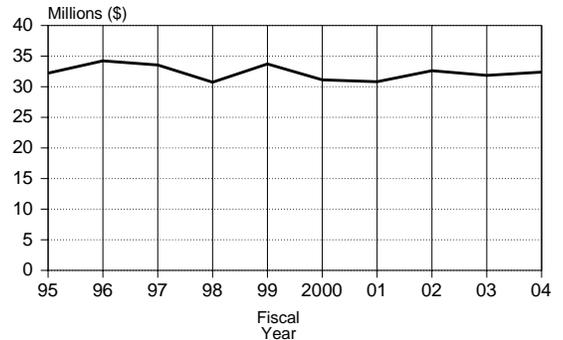
REVENUE SUMMARY DESCRIPTIONS & CHANGES

Major Change

Monroe County reimbursement for Central Library decreases revenue, \$940,000. Transfer from the Premium and Interest account does not recur, \$362,300. Net of other changes decreases revenue \$21,900. Property tax support required increases, \$572,600.

WATER FUND

FY 94-2001 = ACTUAL; FY 2002 & 2003 = BUDGET



Year-to-Year Comparison

	<u>2002-03</u>	<u>2003-04</u>	<u>Change</u>
Operating Revenue	10,813,700	9,489,500	-1,324,200
Property Tax Allocation	<u>4,046,000</u>	<u>4,618,600</u>	<u>572,600</u>
Total	14,859,700	14,108,100	-751,600

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.

Major Change

A rate increase in January 2003 increases revenue projections \$1,300,000. The transfer of funds from the Premium and Interest account does not recur, \$869,200. The Appropriation of Fund Balance increases to balance the fund, \$344,000. Various grant funding ends decreasing revenue \$150,000. Delinquent collections are anticipated to decrease due to lower beginning balance, \$50,000. Lower interest rates decrease interest earnings revenue, \$38,500. Net of other changes decreases revenue, \$2,500.

Year-to-Year Comparison

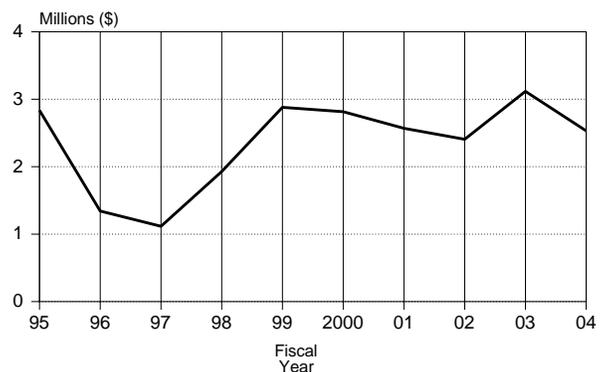
	<u>2002-03</u>	<u>2003-04</u>	<u>Change</u>
	31,853,100	32,386,900	533,800

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.

WAR MEMORIAL FUND

FY 94-2001 = ACTUAL; FY 2002 & 2003 = BUDGET



REVENUE SUMMARY DESCRIPTIONS & CHANGES

Major Change

A transfer of funds from Premium and Interest account to balance the fund does not recur reducing revenue, \$567,700. Net of other changes decreases revenue, \$17,300. Property tax support increases, \$589,600.

Year-to-Year Comparison

	<u>2002-03</u>	<u>2003-04</u>	<u>Change</u>
Operating Revenue	3,116,600	2,531,600	-585,000
Property Tax	<u>176,600</u>	<u>766,200</u>	<u>589,600</u>
	3,293,200	3,297,800	4,600

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

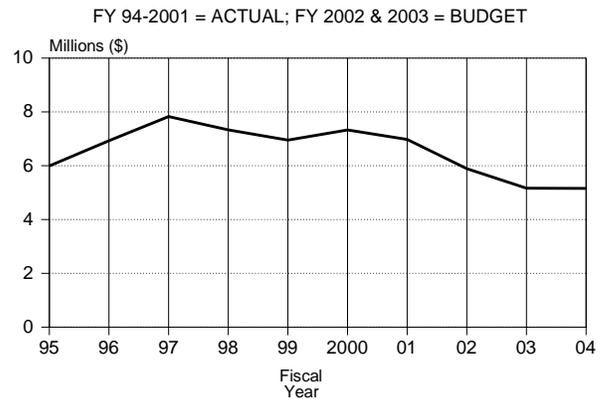
Revenue projections for parking garages decrease due to closing of Mortimer garage and new operator agreements, \$369,800. A transfer of funds from the Premium and Interest account does not recur reducing revenue, \$38,300.

Lower interest rates decrease interest earnings revenue, \$22,400. Net of other changes increases revenue, \$12,900. The Appropriation of Fund Balance increases to balance the fund, \$408,900.

Year-to-Year Comparison

	<u>2002-03</u>	<u>2003-04</u>	<u>Change</u>
	5,165,400	5,156,700	-8,700

PARKING FUND



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.

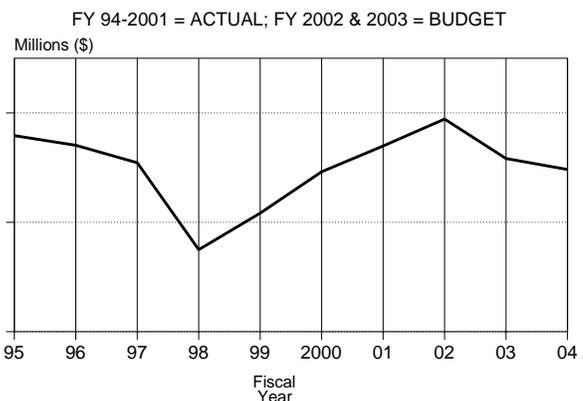
Major Change

Sales of lawn crypts, lots, mausoleums, markers, urns and foundations are projected to decrease due to limited inventory, \$178,000. Services charges are projected to increase revenue, \$142,300. Lower interest rates decrease interest earnings revenue, \$64,500. Net of other changes decreases revenue, \$100. Property tax support increases, \$173,600.

Year-to-Year Comparison

	<u>2002-03</u>	<u>2003-04</u>	<u>Change</u>
Operating Revenue	1,583,200	1,482,900	-100,300
Property Tax Allocation	<u>405,100</u>	<u>578,700</u>	<u>173,600</u>
Total	1,988,300	2,061,600	73,300

CEMETERY FUND



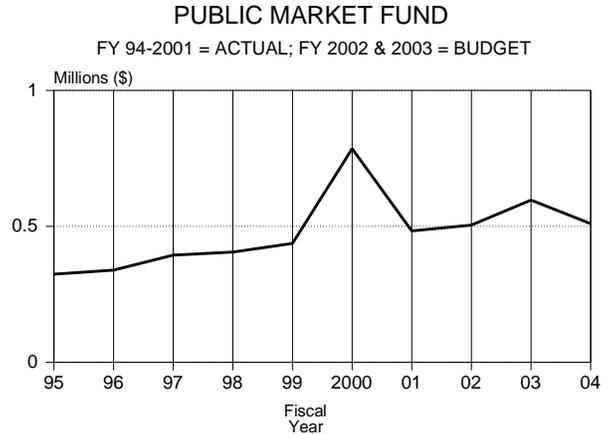
REVENUE SUMMARY DESCRIPTIONS & CHANGES

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

A transfer of funds from the Premium and Interest account to balance the fund does not recur decreasing revenue, \$67,700. A one time grant is complete reducing revenue, \$25,000. Net of other changes increases revenue, \$5,900. Property tax support required increases, \$30,800.



Year-to-Year Comparison

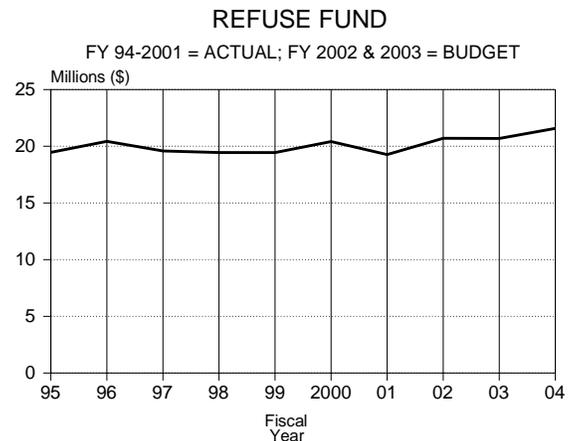
	<u>2002-03</u>	<u>2003-04</u>	<u>Change</u>
Operating Revenue	596,600	509,800	-86,800
Property Tax Allocation	<u>440,500</u>	<u>471,300</u>	<u>30,800</u>
Total	1,037,100	981,100	-56,000

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

An Appropriation of Fund Balance is initiated, \$1,101,200. A projected decline in commercial fees collected decreases revenue, \$66,000. A lower beginning balance reduces delinquent collection estimates, \$50,000. Lower interest rates decrease interest earnings revenue, \$49,300. Revenue from sale of surplus equipment is anticipated to decrease, \$45,000. Net of other changes decreases revenue, \$1,400.



Year-to-Year Comparison

	<u>2002-03</u>	<u>2003-04</u>	<u>Change</u>
	20,686,700	21,576,200	889,500

REVENUE SUMMARY DESCRIPTIONS & CHANGES

LOCAL WORKS FUND

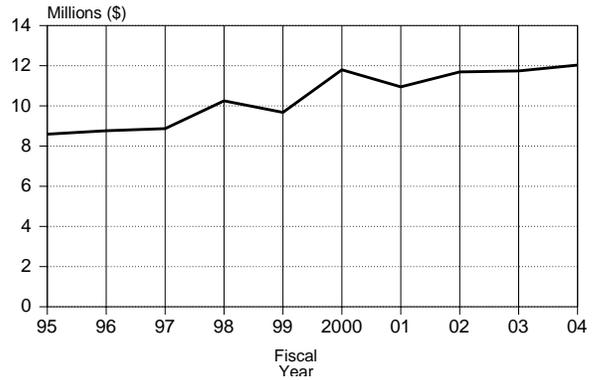
Revenues to support street cleaning, snow and ice control services, and hazardous sidewalk replacement are derived from front footage assessments. These assessments are charged with the property tax bill. Other revenues include reimbursements from New York State for snow and ice control on highways and,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

Major Change

A proposed 3% rate increase increases revenue, \$328,000. Lower interest rates decrease interest earnings revenue, \$68,600. Delinquent collections are projected to increase based on a higher beginning balance, \$60,000. Revenue from sale of surplus equipment is anticipated to decrease, \$40,000. Net of other changes increases revenue, \$10,100.

LOCAL WORKS FUND

FY 94-2001 = ACTUAL; FY 2002 & 2003 = BUDGET



Year-to-Year Comparison

	<u>2002-03</u>	<u>2003-04</u>	<u>Change</u>
	11,742,200	12,031,700	289,500

REVENUE SUMMARY
REVENUE ESTIMATES

1-17

	<u>Actual</u> <u>2001-02</u>	<u>Estimated</u> <u>2002-03</u>	<u>Amended</u> <u>2002-03</u>	<u>Approved</u> <u>2003-04</u>
GENERAL FUND				
TAXES				
Property Tax (City & School)	109,728,655	114,853,000	114,882,700	118,212,500
Delinquent and Supplemental Taxes	5,400,634	5,055,800	4,295,800	4,475,300
In-Lieu-of-Tax Payments	11,648,965	11,600,000	11,077,300	11,040,700
Interest Penalties	3,324,506	3,390,000	3,124,400	3,350,000
Sales Tax	113,028,343	110,090,000	111,380,000	111,700,000
Utilities Gross Receipts Tax	10,327,744	10,675,000	10,100,000	10,300,000
Mortgage Tax	<u>2,091,913</u>	<u>1,600,000</u>	<u>1,600,000</u>	<u>1,600,000</u>
	255,550,760	257,263,800	256,460,200	260,678,500
DEPARTMENTAL INCOME				
Police Fees	1,160,865	961,700	1,062,000	1,018,900
Fire Fees	496,628	574,500	576,000	598,900
Finance Fees	352,144	379,300	387,000	371,000
Repairs& Clean-up Fees	178,260	195,000	195,000	195,000
Parks & Recreation Fees	876,884	1,167,800	1,086,400	1,130,200
Zoning Fees	55,115	56,000	56,000	117,900
Charges for Service	286,283	387,500	599,000	715,600
Other Dept. Income	<u>793,590</u>	<u>1,612,800</u>	<u>1,300,800</u>	<u>878,500</u>
	4,199,769	5,334,600	5,262,200	5,026,000
USE OF MONEY & PROPERTY				
Interest Earnings	2,034,522	1,224,200	1,610,400	627,200
Rental of Real Property	<u>139,640</u>	<u>161,100</u>	<u>161,100</u>	<u>170,500</u>
	2,174,162	1,385,300	1,771,500	797,700
FINES & FORFEITURES				
City Court Fines	123,946	70,500	115,400	100,000
Moving Violations	744,627	751,000	751,000	917,500
Parking Violations	2,898,237	2,762,100	2,695,000	3,050,000
Municipal Code Fines	812,670	608,300	800,000	700,000
Miscellaneous	<u>3,048</u>	<u>700</u>	<u>1,400</u>	<u>1,600</u>
	4,582,528	4,192,600	4,362,800	4,769,100
LICENSES & PERMITS				
Business & Occupational Licenses	153,456	227,500	227,500	234,000
Bingo Licenses	43,841	45,000	45,000	44,800
Professional Licenses	272,057	40,400	40,400	269,000
Other Licenses	45,629	49,300	49,300	52,300
Building Permits	820,582	1,035,600	1,094,700	1,043,600
Street Opening Permits	<u>254,960</u>	<u>254,700</u>	<u>296,900</u>	<u>261,000</u>
	1,590,525	1,652,500	1,753,800	1,904,700
SALE OF PROPERTY & COMPENSATION FOR LOSS				
Sale of Scrap	348,885	206,600	75,000	75,000
Sale of Real Property	1,178,443	500,000	500,000	660,000
Sale of Unclaimed Property	249,488	211,500	204,200	268,900
Other Compensation for Loss	<u>196,657</u>	<u>145,500</u>	<u>145,000</u>	<u>145,000</u>
	1,973,473	1,063,600	924,200	1,148,900

**REVENUE SUMMARY
REVENUE ESTIMATES**

	Actual <u>2001-02</u>	Estimated <u>2002-03</u>	Amended <u>2002-03</u>	Approved <u>2003-04</u>
MISCELLANEOUS				
Refund - Prior Year's Expense	-26,667	175,000	175,000	175,000
General Fund Surplus	3,119,000	3,412,000	3,412,000	3,624,000
Cable TV Franchise Revenue	1,609,936	1,495,800	1,500,000	1,500,000
Miscellaneous	<u>265,845</u>	<u>1,500,000</u>	<u>400,000</u>	<u>400,000</u>
	4,968,114	6,582,800	5,487,000	5,699,000
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	21,330,200
STAR	13,005,597	13,723,700	13,723,700	14,291,500
Youth Aid	221,327	207,000	207,000	190,000
Consolidated Highway Improvements	2,360,500	2,356,200	2,349,000	2,350,000
Miscellaneous	<u>1,402,452</u>	<u>985,400</u>	<u>1,099,200</u>	<u>1,100,500</u>
	64,598,615	64,880,900	64,987,500	65,540,600
INTERGOVERNMENTAL - FEDERAL				
Community Development Block Grant	4,706,172	4,754,400	4,754,400	4,720,700
Federal Nutrition	495,381	368,600	492,300	408,500
Crime Bill	1,826,424	1,277,700	1,317,700	218,500
Law Enforcement Block Grant	216,130	221,200	235,800	178,200
EPA Reimbursement	0	0	0	3,200
Weed & Seed Grant	5,103	175,800	175,800	119,200
Anti-Violence Grant	53,701	0	0	0
Metro. Medical Response	97,031	177,600	177,600	0
HUD-Emergency Shelter Grant	20,650	20,600	20,600	20,600
Transportation Grants	301,272	292,900	292,900	406,200
Miscellaneous	<u>119,209</u>	<u>183,700</u>	<u>189,900</u>	<u>22,400</u>
	7,841,073	7,472,500	7,657,000	6,097,500
INTERGOVERNMENTAL - OTHER				
Off Track Betting	363,293	380,000	380,000	320,000
Monroe County Reimbursements:				
Pure Waters Agency Sewer Debt	1,898,655	1,094,300	1,094,300	765,600
Emergency Communications	8,908,602	9,219,700	9,219,700	9,980,700
Police Services-Firearms Instruction	111,350	55,700	55,700	55,700
Downtown Public Safety	550,000	412,500	550,000	300,000
Public Safety Training-Ammunition	17,380	0	0	0
Traffic Shares	344,962	126,000	126,000	447,000
STOP-DWI	213,257	188,000	188,000	173,100
Hotel/Motel Tax (Convention Center)	743,454	725,900	747,900	736,200
Miscellaneous	<u>625,869</u>	<u>373,000</u>	<u>304,700</u>	<u>307,000</u>
	13,776,822	12,575,100	12,666,300	13,085,300

REVENUE SUMMARY
REVENUE ESTIMATES

1-19

	<u>Actual</u> <u>2001-02</u>	<u>Estimated</u> <u>2002-03</u>	<u>Amended</u> <u>2002-03</u>	<u>Approved</u> <u>2003-04</u>
INTERFUND REVENUE & TRANSFERS				
City School District	-127,300,000	-126,100,000	-126,100,000	-126,100,000
Water Fund	4,678,500	4,678,500	4,678,500	4,678,500
Special & Enterprise Funds	7,821,715	7,606,600	7,606,600	7,825,800
Street Lighting Districts	27,559	28,900	28,900	28,700
Premium & Interest Fund	789,000	5,976,900	5,976,900	7,243,900
Foreign Insurance Fund	380,000	380,000	380,000	380,000
Cultural District	70,815	67,500	67,500	67,500
HUD Asset Control Fund	143,345	145,000	145,000	151,600
Downtown Enhancement District	532,653	572,100	572,100	510,100
Downtown Guide District	292,447	315,000	315,000	315,000
Retirement Reserve	1,510,200	1,438,400	1,438,400	3,366,500
Seized Property Fund	322,500	183,700	183,700	100,000
Care & Embellishment Fund	32,334	35,600	35,600	30,800
Tax Repayment Fund	1,129,400	1,762,300	1,762,300	1,762,300
Tax Relief Fund	<u>62,200</u>	<u>0</u>	<u>0</u>	<u>0</u>
	-109,507,332	-102,909,500	-102,909,500	-99,639,300
GENERAL FUND TOTAL	251,748,509	259,494,200	258,423,000	265,108,000
SPECIAL FUNDS				
ANIMAL CONTROL				
Animal Control Center Fees	128,783	115,000	172,000	144,200
Dog Licenses	28,924	40,900	40,900	33,000
Animal Fines	39,001	49,000	49,000	40,500
Miscellaneous	0	38,000	10,000	0
Interest Earnings	11,606	6,100	9,200	3,900
Trans. Premium & Interest	0	28,800	28,800	0
	208,314	277,800	309,900	221,600
Property Tax	<u>820,600</u>	<u>812,500</u>	<u>895,500</u>	<u>1,014,100</u>
	1,028,914	1,090,300	1,205,400	1,235,700
LIBRARY				
Library Charges	1,635,372	2,065,600	1,833,300	1,992,800
County Reimbursement	7,400,000	6,460,000	7,400,000	6,460,000
State Aid	1,021,111	808,900	905,500	780,900
Rundel Foundation	159,025	147,900	147,900	141,800
Trans. from Retirement Reserve	15,400	14,700	14,700	14,000
Interest Earnings	0	0	0	0
Miscellaneous	275	0	0	0
Appropriation of Fund Balance	0	150,000	150,000	100,000
Trans. Premium & Interest	<u>0</u>	<u>362,300</u>	<u>362,300</u>	<u>0</u>
	10,231,183	10,009,400	10,813,700	9,489,500
Property Tax	<u>4,639,100</u>	<u>4,262,800</u>	<u>4,046,000</u>	<u>4,618,600</u>
	14,870,283	14,272,200	14,859,700	14,108,100
SPECIAL FUNDS TOTAL	15,899,197	15,362,500	16,065,100	15,343,800

REVENUE SUMMARY
REVENUE ESTIMATES

	Actual <u>2001-02</u>	Estimated <u>2002-03</u>	Amended <u>2002-03</u>	Approved <u>2003-04</u>
ENTERPRISE FUNDS				
WATER				
Metered Water Sales	23,960,937	24,375,000	24,000,000	25,300,000
Upland Sales/MCWA	1,989,352	2,421,000	2,383,900	2,385,000
Other Municipalities	274,473	267,500	286,000	286,000
Delinquent Collections	969,777	1,200,000	990,000	940,000
Service Charges	260,015	290,700	250,000	260,000
Interest and Penalties	1,179,219	1,175,000	1,150,000	1,176,000
Interest Earnings	80,875	44,700	67,800	29,300
Trans. from Retirement Reserve	39,600	37,800	37,800	35,900
MCWA Reimbursements	1,303,989	1,278,300	1,278,300	1,252,500
State Aid	0	35,000	35,000	0
Intergovernmental Federal	0	115,000	115,000	0
Miscellaneous	153,387	285,700	136,900	127,200
Refund Prior Years Expense	98,597	96,500	96,400	94,200
Trans. Premium & Interest	407,400	869,200	869,200	0
Appropriation of Fund Balance	<u>1,903,500</u>	<u>156,800</u>	<u>156,800</u>	<u>500,800</u>
	32,621,121	32,648,200	31,853,100	32,386,900
WAR MEMORIAL				
Hotel/Motel Tax	845,947	825,700	851,100	837,700
War Memorial Revenue	1,253,012	1,453,100	1,677,900	1,678,800
Interest Earnings	6,944	5,600	8,500	3,700
Trans. from Retirement Reserve	600	600	600	600
Trans. Premium & Interest	<u>300,000</u>	<u>578,500</u>	<u>578,500</u>	<u>10,800</u>
	2,406,503	2,863,500	3,116,600	2,531,600
Property Tax	<u>1,044,600</u>	<u>461,400</u>	<u>176,600</u>	<u>766,200</u>
	3,451,103	3,324,900	3,293,200	3,297,800
PARKING				
Parking Ramps	4,236,349	3,239,300	3,352,900	2,983,100
Parking Lots	504,787	635,000	552,200	567,200
Meters	617,487	590,800	590,800	611,000
East End Garage	20,517	19,300	19,300	20,000
Parking Fines	236,982	223,000	218,500	245,900
Interest Earnings	48,521	26,100	39,500	17,100
Trans. Premium & Interest	0	38,300	38,300	0
Trans. from Retirement Reserve	800	700	700	700
Miscellaneous	226,019	224,700	256,700	206,300
Appropriation of Fund Balance	<u>0</u>	<u>96,500</u>	<u>96,500</u>	<u>505,400</u>
	5,891,462	5,093,700	5,165,400	5,156,700

REVENUE SUMMARY
REVENUE ESTIMATES

1-21

	<u>Actual</u> <u>2001-02</u>	<u>Estimated</u> <u>2002-03</u>	<u>Amended</u> <u>2002-03</u>	<u>Approved</u> <u>2003-04</u>
CEMETERY				
Sale of Lawn Crypts	110,284	900	40,000	0
Sale of Cemetery Lots	459,360	506,500	500,000	496,000
Service Charges	404,539	410,800	399,700	542,000
Mausoleum Sales	296,983	400,000	235,000	155,000
Sale of Foundations, Markers and Urns	361,260	326,600	244,000	190,000
Interest Earnings	111,797	77,700	120,600	56,100
Private Grants	30	1,700	42,000	42,000
Appropriation of Fund Balance	150,000	0	0	0
Trans. from Retirement Reserve	2,000	1,900	1,900	1,800
Miscellaneous	<u>47,200</u>	<u>0</u>	<u>0</u>	<u>0</u>
	1,943,453	1,726,100	1,583,200	1,482,900
Property Tax	<u>54,200</u>	<u>395,500</u>	<u>405,100</u>	<u>578,700</u>
	1,997,653	2,121,600	1,988,300	2,061,600
PUBLIC MARKET				
Market Fees	472,269	476,000	468,800	480,100
Embellishment Fees	31,479	25,900	32,100	27,900
Interest Earnings	-31	0	2,200	1,000
State Grant	0	26,500	25,000	0
Trans. from Retirement Reserve	900	800	800	800
Trans. Premium & Interest	0	67,700	67,700	0
	504,617	596,900	596,600	509,800
Property Tax	<u>310,900</u>	<u>494,200</u>	<u>440,500</u>	<u>471,300</u>
	815,517	1,091,100	1,037,100	981,100
REFUSE COLLECTION				
Current Collections	14,207,806	15,738,000	15,875,200	15,875,200
Commercial Charges	3,539,226	3,334,000	3,400,000	3,334,000
Delinquent Collections	1,284,127	1,200,000	1,200,000	1,150,000
Interest Earnings	104,864	57,400	87,000	37,700
Sale of Scrap	40,698	40,000	75,000	30,000
Trans. from Retirement Reserve	37,500	35,700	35,700	33,900
Miscellaneous	18,002	14,300	13,800	14,200
Appropriation of Fund Balance	<u>1,469,600</u>	<u>0</u>	<u>0</u>	<u>1,101,200</u>
	20,701,823	20,419,400	20,686,700	21,576,200
LOCAL WORKS				
Current Collections	10,925,253	10,944,000	10,944,000	11,272,000
Delinquent Collections	593,200	750,000	560,000	620,000
Interest Earnings	116,504	83,300	126,200	57,600
Sale of Scrap	0	63,700	70,000	30,000
State Reimbursement-Snow & Ice Control	32,147	34,000	33,000	34,000
Trans. from Retirement Reserve	9,400	9,000	9,000	8,500
Miscellaneous	<u>14,359</u>	<u>9,600</u>	<u>0</u>	<u>9,600</u>
	11,690,863	11,893,600	11,742,200	12,031,700
ENTERPRISE FUNDS TOTAL				
	77,169,542	76,592,500	75,766,000	77,492,000
TOTAL - ALL FUNDS				
	344,817,248	351,449,200	350,254,100	357,943,800

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 x 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 2003-04 STAR revenue of \$14,291,500 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 \$54,900 in 2003-04. The assessed value for a typical commercial property (Non-Homestead) is \$229,100 in 2003-04.

	<u>2002-03</u>	<u>2003-04</u>	<u>Change</u>	<u>Percent Change</u>
TAX RATE (per \$1,000)				
Homestead Class				
- City	6.33	6.52	0.19	3.00%
- School	<u>14.19</u>	<u>14.64</u>	<u>0.45</u>	3.17%
Total	20.52	21.16	0.64	3.12%
Non-Homestead Class				
- City	13.38	14.26	0.88	6.58%
- School	<u>30.66</u>	<u>32.68</u>	<u>2.02</u>	6.59%
Total	44.04	46.94	2.90	6.58%
TAX BURDEN				
Single Family Residence				
- City	\$347.52	\$357.95	\$10.43	3.00%
- School	<u>\$779.03</u>	<u>\$803.74</u>	<u>\$24.71</u>	3.17%
Total	\$1,126.55	\$1,161.69	\$35.14	3.12%
Commercial Property				
- City	\$3,065.36	\$3,266.97	\$201.61	6.58%
- School	<u>\$7,024.21</u>	<u>\$7,486.99</u>	<u>\$462.78</u>	6.59%
Total	\$10,089.57	\$10,753.96	\$664.39	6.58%

REVENUE SUMMARY
PROPERTY TAX COMPUTATION & ANALYSIS

COMPUTATION OF CITY 2003-04 PROPERTY TAX LEVY

	<u>Current Operations</u>	<u>Cash Capital</u>	<u>Debt Service</u>	<u>Total</u>
EXPENSE				
Operating	302,539,600			302,539,600
Cash Capital		21,518,000		21,518,000
Debt Service			33,886,200	33,886,200
Tax Reserve	<u>817,285</u>	<u>586,143</u>	<u>1,070,899</u>	<u>2,474,327</u>
Total	303,356,885	22,104,143	34,957,099	360,418,127
REVENUE				
Operating	288,497,166			288,497,166
Cash Capital		11,447,000		11,447,000
Debt Service			<u>15,486,200</u>	<u>15,486,200</u>
Total	<u>288,497,166</u>	<u>11,447,000</u>	<u>15,486,200</u>	<u>315,430,366</u>
TOTAL TAX LEVY	14,859,719	10,657,143	19,470,899	44,987,761
Homestead (40.61302%)*				18,270,888
Non-Homestead (59.38698%)*				26,716,873
ASSESSED VALUE				
Homestead				4,674,520,611
Non-Homestead				2,801,074,809
				1,873,445,802
TAX RATE				
Homestead	2.16	1.54	2.82	6.52
Non-Homestead	4.71	3.38	6.17	14.26

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

The 2003-04 apportionment reflects the state mandated adjustment as calculated by the formula specified by Article 19.

The 2002-03 Homestead and Non-Homestead apportionment was 41.03720% and 58.96280% respectively.

**REVENUE SUMMARY
PROPERTY TAX COMPUTATION & ANALYSIS**

COMPUTATION OF SCHOOL 2003-04 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 \$126.1 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 \$126.1 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	92,521,019	8,057,906	29,368,632	129,947,557
Cash Capital				0
Debt Service				0
Tax Reserve	<u>4,046,810</u>	<u>468,979</u>	<u>1,155,291</u>	<u>5,671,080</u>
Total	96,567,829	8,526,885	30,523,923	135,618,637
REVENUE				
Operating	22,989,461			22,989,461
Cash Capital				0
Debt Service*			<u>9,518,637</u>	<u>9,518,637</u>
Total	<u>22,989,461</u>	<u>0</u>	<u>9,518,637</u>	<u>32,508,098</u>
TOTAL TAX LEVY	73,578,368	8,526,885	21,005,286	103,110,539
Homestead (40.61302%)**				40,686,224
Non-Homestead (59.38698%)**				58,458,512
ASSESSED VALUE				4,735,333,865
Homestead				2,861,346,056
Non-Homestead				1,873,987,809
TAX RATE				
Homestead	10.45	1.21	2.98	14.64
Non-Homestead	23.32	2.70	6.66	32.68

*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
--

City Property Tax Levy	44,987,761
School Property Tax Levy	103,110,539
Total Property Tax Levy	148,098,300
Less: Allowance for Uncollectables (Tax Reserve)	8,145,407
Less: STAR Revenue	14,291,500
Combined City and School Property Tax Revenue	125,661,393
Distributions from the General Fund Property Tax Revenue to non-self supporting Special and Enterprise Funds:	
Animal Control Fund	1,014,100
Library Fund	4,618,600
War Memorial Fund	766,200
Cemetery Fund	578,700
Public Market Fund	471,300
Net General Fund Property Tax Revenue	118,212,493

**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 only 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 2003-04 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 2003-04 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 2003-04 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 5,521 property owners will benefit from the Enhanced STAR program and 25,285 property owners for the Basic STAR program in 2003-04.

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 2003-04 STAR revenue to be reimbursed from the state is as follows:

	Assessed Value Exemption	Tax Rates	STAR Revenue
City:			
Homestead	653,328,981	6.52	4,259,705
Non-Homestead	<u>5,824,567</u>	14.26	<u>83,058</u>
	659,153,548		4,342,763
School:			
Homestead	666,292,241	14.64	9,754,518
Non-Homestead	<u>5,942,543</u>	32.68	<u>194,202</u>
	672,234,784		9,948,721
Total	N/A	N/A	14,291,484

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:

2003-04 Assessed Value	4,674,520,611
2002-03 Assessed Value	<u>4,714,404,474</u>
Change	-39,883,863
Percent Change	-0.85%

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

Non-Homestead Assessment:

Special Franchise	-14,569,184
Wal-Mart Store	4,177,700
Carlson Park	7,010,000
Med Vest	-1,075,000
Fleet Bank	-1,100,000
Former IBM Building	-950,000
Coca Cola Plant	-1,139,600
GateWay Center	-3,480,000
Genesee Hospital	-2,872,282
Times Square Building	-900,000
NY Central RR	-11,630,221
Gleason Works	-500,000
Non-Homestead Net other changes	<u>-10,915,364</u>
Subtotal	-37,943,951
Homestead Assessment :	
Decrease in Veterans Exemption	3,900,659
Homestead Net of other changes	<u>-5,840,571</u>
Subtotal	-1,939,912
Total Assessment Change	-39,883,863

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>
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
1994-95	5,487,419,595	102,840,862	5,590,260,457	-54,487,268

*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>
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
1993-94	169,344,081	157,011,459	92.72	11,212,502

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>
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
1993-94	17,016,769	10,020,133	58.88	6,584,579	17,787,081

*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.

***Estimated

**REVENUE SUMMARY
PROPERTY TAX COMPUTATION & ANALYSIS**

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>
2003-04	4,735,333,865	106.39	4,450,920,072
2002-03	4,779,118,360	103.14	4,633,622,610
2001-02	4,789,487,838	100.83	4,750,062,321
2000-01	4,802,406,549	101.07	4,751,564,806
1999-2000	5,044,245,543	106.03	4,757,375,783
	Five Year Total		23,343,545,592
	Five Year Average		4,668,709,118
	Constitutional Percentage		0.02
	Constitutional Limit		93,374,182

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>
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
1994-95	153,694,935	93,420,870	60,274,065

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	0	0	0	0	0	0	0	0
Other Taxes	0	0	0	0	0	0	5,219,200	0
Departmental Income	11,500	115,700	0	254,200	233,500	0	635,400	1,700
Use of Money and Property	0	0	0	100,000	96,900	0	0	0
Fines and Forfeiture	0	525,000	0	937,500	0	0	0	0
Licenses and Permits	105,700	148,800	0	0	1,229,800	0	261,000	0
Sale of Property & Comp.	0	10,000	120,000	75,000	660,000	0	25,000	0
Miscellaneous	0	217,100	150,000	0	0	0	0	0
Intergovernmental-State	0	0	0	65,000	0	0	2,503,900	0
Intergovernmental-Federal	0	109,700	165,000	245,900	2,336,000	1,259,500	516,700	0
Intergovernmental-Other	0	260,000	0	0	47,000	0	1,212,600	9,980,700
Interfund Revenue	<u>311,300</u>	<u>1,050,500</u>	<u>579,600</u>	<u>1,442,700</u>	<u>12,500</u>	<u>382,500</u>	<u>12,165,900</u>	<u>0</u>
Total General Fund	428,500	2,436,800	1,014,600	3,120,300	4,615,700	1,642,000	22,539,700	9,982,400
Animal Control Fund								
Property Tax								
Departmental Income								
Use of Money & Property								
Fines & Forfeitures								
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							11,922,000	
Use of Money and Property							57,600	
Miscellaneous							9,600	
Intergovernmental-State							34,000	
Transfer/Retirement Reserve							<u>8,500</u>	
Total Local Works Fund							12,031,700	
Water Fund								
Departmental Income							30,347,000	
Use of Money and Property							1,281,800	
Miscellaneous							221,400	
Transfer/Retirement Reserve							35,900	
Appropriation of Fund Balance							500,800	
Total Water Fund							32,386,900	
War Memorial Fund								
Property Tax								
Departmental Income								
Use of Money and Property								
Intergovernmental-Other								
Transfer/Premium & Interest								
Transfer/Retirement Reserve								
Total War Memorial Fund								
Parking Fund								
Departmental Income						4,039,100	142,200	
Use of Money & Property						17,100		
Fines & Forfeitures						245,900		
Miscellaneous						206,300		
Trans. from Retirement Reserve						700		
Appropriation of Fund Balance						<u>505,400</u>		
Total Parking Fund						5,014,500	142,200	
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. from Retirement Reserve								
Total Public Market Fund								
Refuse Fund								
Departmental Income							20,389,200	
Use of Money & Property							37,700	
Miscellaneous							14,200	
Trans. from Retirement Reserve							33,900	
Appropriation of Fund Balance							<u>1,101,200</u>	
Total Refuse Fund							21,576,200	
TOTAL ALL FUNDS	<u>428,500</u>	<u>2,436,800</u>	<u>1,014,600</u>	<u>3,120,300</u>	<u>4,615,700</u>	<u>6,656,500</u>	<u>88,676,700</u>	<u>9,982,400</u>

REVENUE SUMMARY APPLICATION OF REVENUE BY UNIT

Police	Fire	Library	Parks, Rec. & Human Serv.	Undistributed	Debt	Total Applied	General Revenue	Total Revenue	
0	0	0	0	0	0	0	118,212,500	118,212,500	General Fund
0	0	0	0	0	0	5,219,200	137,246,800	142,466,000	Property Tax
1,018,900	1,143,300	0	1,147,200	464,600	0	5,026,000		5,026,000	Other Taxes
0	0	0	36,400	0	0	233,300	564,400	797,700	Departmental Income
3,305,000	0	0	0	0	0	4,767,500	1,600	4,769,100	Use of Money and Property
159,400	0	0	0	0	0	1,904,700		1,904,700	Fines and Forfeiture
258,900	0	0	0	0	0	1,148,900		1,148,900	Licenses and Permits
0	0	0	0	181,100	0	548,200	5,150,800	5,699,000	Sale of Property & Comp.
428,200	70,000	0	500,200	0	0	3,567,300	61,973,300	65,540,600	Miscellaneous
515,900	0	0	948,800	0	0	6,097,500		6,097,500	Intergovernmental-State
528,800	0	0	736,200	0	0	12,765,300	320,000	13,085,300	Intergovernmental-Federal
100,000	380,000	0	30,800	197,600	5,128,800	21,782,200	-121,421,500	-99,639,300	Intergovernmental-Other
6,315,100	1,593,300	0	3,399,600	843,300	5,128,800	63,060,100	202,047,900	265,108,000	Interfund Revenue
									Animal Control Fund
						0	1,014,100	1,014,100	Property Tax
177,200						177,200		177,200	Departmental Income
3,900						3,900		3,900	Use of Money & Property
40,500						40,500		40,500	Fines & Forfeitures
221,600						221,600	1,014,100	1,235,700	Total Animal Control Fund
									Library Fund
						0	4,618,600	4,618,600	Property Tax
		2,134,600				2,134,600		2,134,600	Departmental Income
		780,900				780,900		780,900	Intergovernmental State
		6,460,000				6,460,000		6,460,000	Intergovernmental Other
		14,000				14,000		14,000	Trans. from Retirement Reserve
		100,000				100,000		100,000	Appropriation of Fund Balance
		9,489,500				9,489,500	4,618,600	14,108,100	Total Library Fund
									Local Works Fund
						11,922,000		11,922,000	Departmental Income
						57,600		57,600	Use of Money and Property
						9,600		9,600	Miscellaneous
						34,000		34,000	Intergovernmental-State
						8,500		8,500	Transfer/Retirement Reserve
						12,031,700		12,031,700	Total Local Works Fund
									Water Fund
						30,347,000		30,347,000	Departmental Income
						1,281,800		1,281,800	Use of Money and Property
						221,400		221,400	Miscellaneous
						35,900		35,900	Transfer/Retirement Reserve
						500,800		500,800	Appropriation of Fund Balance
						32,386,900		32,386,900	Total Water Fund
									War Memorial Fund
							766,200	766,200	Property Tax
		1,678,800				1,678,800		1,678,800	Departmental Income
		3,700				3,700		3,700	Use of Money and Property
		837,700				837,700		837,700	Intergovernmental-Other
		10,800				10,800		10,800	Transfer/Premium & Interest
		600				600		600	Transfer/Retirement Reserve
		2,531,600				2,531,600	766,200	3,297,800	Total War Memorial Fund
									Parking Fund
						4,181,300		4,181,300	Departmental Income
						17,100		17,100	Use of Money & Property
						245,900		245,900	Fines & Forfeitures
						206,300		206,300	Miscellaneous
						700		700	Trans. from Retirement Reserve
						505,400		505,400	Appropriation of Fund Balance
						5,156,700		5,156,700	
									Property Tax
			1,425,000			1,425,000	578,700	578,700	Departmental Income
			56,100			56,100		56,100	Use of Money & Property
			1,800			1,800		1,800	Trans. from Retirement Reserve
			1,482,900			1,482,900	578,700	2,061,600	Total Cemetery Fund
									Public Market Fund
						0	471,300	471,300	Property Tax
			508,000			508,000		508,000	Departmental Income
			1,000			1,000		1,000	Use of Money & Property
			800			800		800	Trans. from Retirement Reserve
			509,800			509,800	471,300	981,100	Total Public Market Fund
									Refuse Fund
						20,389,200		20,389,200	Departmental Income
						37,700		37,700	Use of Money & Property
						14,200		14,200	Miscellaneous
						33,900		33,900	Trans. from Retirement Reserve
						1,101,200		1,101,200	Appropriation of Fund Balance
						21,576,200	0	21,576,200	Total Refuse Fund
6,536,700	1,593,300	9,489,500	7,923,900	843,300	5,128,800	148,447,000	209,496,800	357,943,800	TOTAL ALL FUNDS

**EXPENDITURE SUMMARY
SUMMARY OF EXPENDITURE CHANGES**

EXPENSE CHANGES – HIGHLIGHTS

The Mayor's Proposed Budget increases expenditures \$7,689,700 or 2.2% over the 2002-03 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

- Employer's retirement contribution in accordance with rates projected by the New York State Retirement System 3,955,300
- Medical coverage for current and retired employees in accordance with rate increases by service providers 3,630,200
- Provision for unsettled labor agreements and unforeseen expenditures 2,507,900

MAJOR PROPOSED DECREASES

- Staffing and service reductions throughout City departments due to budget constraints 4,188,500

A net of 46 full time positions are eliminated as detailed in the Proposed Budget.

APPROVED BUDGET

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

Moving appropriations for:

- Park Patrol Services from Contingency to Environmental Services
- the Edgerton Train Room from Contingency to Parks, Recreation & Human Services
- operation of above ground pools from Contingency to Parks, Recreation & Human Services
- the Wordcrafters program from Contingency to Parks, Recreation & Human Services
- election inspector compensation increase from Contingency to City Council & Clerk
- Parenting Education from Contingency to Parks, Recreation & Human Services
- revitalization of the Center City from Contingency to City Council & Clerk

These amendments did not change the total of the budget from that proposed by the Mayor. 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.

Year-to-Year Comparison

Budget	<u>2002-03</u>		<u>2003-04</u>			<u>Change</u>
	350,254,100		357,943,800			7,689,700
Salary & Wage	General	Vacancy				
Adjustment	Inflation	Allowance	Miscellaneous	Major Change		Total
4,411,700	418,800	440,000	-20,700	68,700	2,371,200	7,689,700

EXPENDITURE SUMMARY
SUMMARY OF EXPENDITURE CHANGES

	Budget <u>2002-03</u>	Budget <u>2003-04</u>	<u>Change</u>	Percent <u>Change</u>
City Council and Clerk Administration:	1,405,700	1,442,300	36,600	2.6
Mayor's Office	2,369,700	2,412,600	42,900	1.8
NET	4,034,500	3,983,700	-50,800	-1.3
Budget & Efficiency	723,200	701,600	-21,600	-3.0
Human Resource Management	2,027,800	2,069,800	42,000	2.1
Communications	705,800	746,000	40,200	5.7
Law	1,856,800	1,866,000	9,200	0.5
Finance	7,276,500	7,579,700	303,200	4.2
Community Development	5,711,200	5,858,600	147,400	2.6
Economic Development	3,328,400	3,263,200	-65,200	-2.0
Environmental Services	68,462,600	68,352,200	-110,400	-0.2
Emergency Communications	7,853,800	8,018,900	165,100	2.1
Police	59,544,900	60,169,600	624,700	1.0
Fire	37,834,200	37,237,300	-596,900	-1.6
Library	11,101,700	10,337,200	-764,500	-6.9
Parks, Recreation and Human Services	17,800,900	17,647,100	-153,800	-0.9
Undistributed Expense	61,117,200	67,009,000	5,891,800	9.6
Contingency	1,425,700	3,844,800	2,419,100	169.7
Cash Capital	21,058,100	21,518,000	459,900	2.2
Debt Service	<u>34,615,400</u>	<u>33,886,200</u>	<u>-729,200</u>	-2.1
TOTAL	350,254,100	357,943,800	7,689,700	2.2

EXPENDITURE SUMMARY
SUMMARY OF APPROPRIATIONS

	Actual <u>2001-02</u>	Estimated <u>2002-03</u>	Amended <u>2002-03</u>	Approved <u>2003-04</u>
City Council and Clerk	1,346,974	1,385,500	1,405,700	1,442,300
Administration				
Mayor's Office	2,142,002	2,290,900	2,369,700	2,412,600
NET	3,801,100	3,863,600	4,034,500	3,983,700
Budget & Efficiency	612,426	691,600	723,200	701,600
Human Resource Management	1,851,100	2,026,700	2,027,800	2,069,800
Communications	691,482	705,600	705,800	746,000
Law Department	<u>1,766,200</u>	<u>1,761,500</u>	<u>1,856,800</u>	<u>1,866,000</u>
	10,864,310	11,339,900	11,717,800	11,779,700
Finance				
Director's Office	508,716	622,800	641,900	601,500
Accounting	840,157	857,400	869,100	886,400
Treasury	1,606,228	1,695,400	1,727,400	1,732,900
Assessment	941,200	1,004,000	1,056,000	1,221,600
Parking & Municipal Violations	671,158	778,600	828,000	826,200
Purchasing	758,107	783,300	811,600	805,600
Information Systems	2,310,459	2,237,900	2,342,700	2,490,000
Less: Intrafund Credit	<u>707,114</u>	<u>1,000,200</u>	<u>1,000,200</u>	<u>984,500</u>
	6,928,911	6,979,200	7,276,500	7,579,700
Community Development				
Office of the Commissioner	448,733	483,000	473,100	468,500
Neighborhood Initiatives	386,741	412,100	443,500	439,400
Buildings & Zoning	2,122,217	2,225,400	2,303,300	2,444,200
Housing & Project Development	1,977,635	2,045,100	2,041,100	2,132,500
Planning	<u>421,805</u>	<u>424,600</u>	<u>450,200</u>	<u>374,000</u>
Total	5,357,131	5,590,200	5,711,200	5,858,600
Economic Development	4,148,440	3,272,100	3,328,400	3,263,200
Environmental Services				
Office of the Commissioner	3,196,184	3,152,100	3,332,900	3,267,200
Architecture & Engineering	3,500,773	3,607,300	3,742,600	3,810,600
Operations	30,562,003	33,532,300	33,874,100	33,335,200
Water & Lighting	24,615,618	23,775,200	24,008,300	24,335,800
Equipment Services	6,104,213	6,154,300	6,193,400	6,257,000
Less: Intrafund Credit	<u>2,826,544</u>	<u>2,688,700</u>	<u>2,688,700</u>	<u>2,653,600</u>
	65,152,247	67,532,500	68,462,600	68,352,200
Emergency Communications	7,674,889	7,730,800	7,853,800	8,018,900
Police	58,314,934	58,480,100	59,544,900	60,169,600
Fire	35,640,183	37,297,100	37,834,200	37,237,300
Library				
Central Library	8,553,226	7,876,300	8,295,500	7,516,100
Community Library	<u>2,656,602</u>	<u>2,717,400</u>	<u>2,806,200</u>	<u>2,821,100</u>
	11,209,828	10,593,700	11,101,700	10,337,200

EXPENDITURE SUMMARY
SUMMARY OF APPROPRIATIONS

1-37

	<u>Actual</u> <u>2001-02</u>	<u>Estimated</u> <u>2002-03</u>	<u>Amended</u> <u>2002-03</u>	<u>Approved</u> <u>2003-04</u>
Parks, Recreation & Human Services				
Office of the Commissioner	1,658,923	1,896,300	1,962,300	1,861,800
Parks and Recreation	9,575,267	9,609,800	9,562,900	9,671,700
Special Services	4,213,550	4,449,200	4,163,700	4,269,700
Human Services	<u>2,067,328</u>	<u>1,834,300</u>	<u>2,112,000</u>	<u>1,843,900</u>
	17,515,068	17,789,600	17,800,900	17,647,100
Undistributed	52,910,128	59,404,700	61,199,700	67,088,000
Less: Intrafund Credit	<u>66,613</u>	<u>82,500</u>	<u>82,500</u>	<u>79,000</u>
	52,843,515	59,322,200	61,117,200	67,009,000
Contingency	0	1,425,700	1,425,700	3,844,800
CAPITAL				
Cash Capital	20,800,500	21,058,100	21,058,100	21,518,000
Debt Service	<u>37,142,200</u>	<u>34,615,400</u>	<u>34,615,400</u>	<u>33,886,200</u>
	57,942,700	55,673,500	55,673,500	55,404,200
TOTAL	334,939,130	344,412,100	350,254,100	357,943,800

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

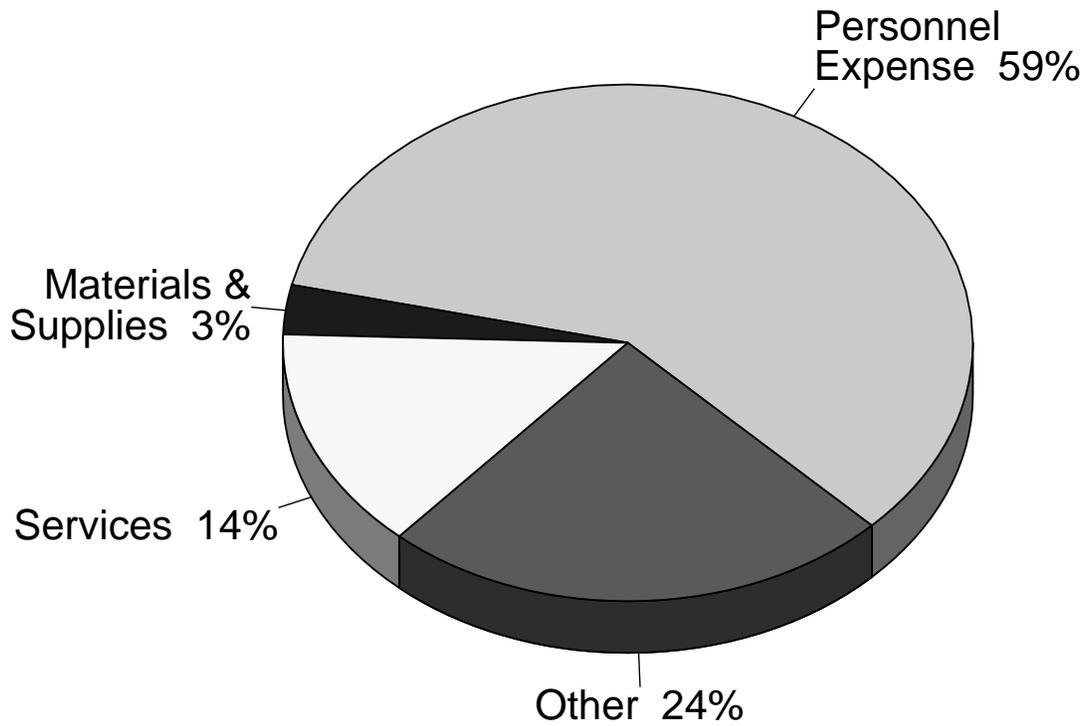
	<u>Actual</u> <u>2001-02</u>	<u>Estimated</u> <u>2002-03</u>	<u>Amended</u> <u>2002-03</u>	<u>Approved</u> <u>2003-04</u>
PERSONNEL EXPENSES				
City Council and Clerk	1,182,196	1,191,200	1,213,400	1,251,000
Administration	7,983,831	8,458,400	8,703,700	8,893,700
Law	1,519,300	1,482,100	1,577,400	1,610,800
Finance	5,834,793	5,918,600	6,107,400	6,356,900
Community Development	4,799,138	4,987,700	5,119,900	5,260,600
Economic Development	1,647,250	1,427,000	1,515,600	1,519,500
Environmental Services	28,106,996	29,395,300	29,611,819	30,413,300
Emergency Communications	6,749,882	6,777,100	6,900,200	7,103,500
Police	53,333,637	53,004,600	54,138,800	55,007,200
Fire	33,770,655	34,899,000	35,122,300	34,885,000
Library	8,479,822	7,935,100	8,198,100	7,673,400
Parks, Recreation and Human Services	9,403,724	9,392,700	9,460,100	9,346,800
Undistributed	<u>35,693,882</u>	<u>39,431,900</u>	<u>41,373,500</u>	<u>47,175,100</u>
	198,505,106	204,300,700	209,042,219	216,496,800
MATERIALS AND SUPPLIES				
City Council and Clerk	10,087	8,500	6,000	7,000
Administration	106,022	94,500	120,300	94,100
Law	50,100	59,300	59,300	55,100
Finance	182,895	184,100	217,200	211,000
Community Development	55,680	63,300	67,000	70,900
Economic Development	17,404	10,000	10,000	10,000
Environmental Services	5,446,579	6,355,000	6,124,903	6,234,800
Emergency Communications	88,917	102,400	100,100	101,600
Police	772,538	943,000	963,400	772,100
Fire	542,846	702,200	711,000	582,100
Library	1,005,081	963,800	964,900	938,200
Parks, Recreation & Human Services	<u>729,531</u>	<u>627,900</u>	<u>580,700</u>	<u>616,700</u>
	9,007,680	10,114,000	9,924,803	9,693,600
SERVICES				
City Council and Clerk	154,691	185,800	186,300	184,300
Administration	1,008,257	1,025,500	1,037,000	925,900
Law	196,800	220,100	220,100	200,100
Finance	1,618,337	1,876,700	1,952,100	1,996,300
Community Development	502,313	539,200	524,300	527,100
Economic Development	2,483,786	1,835,100	1,802,800	1,733,700
Environmental Services	28,171,140	28,332,400	28,083,478	27,353,100
Emergency Communications	836,090	851,300	853,500	813,800
Police	4,208,759	4,532,500	4,442,700	4,390,300
Fire	1,326,682	1,695,900	2,000,900	1,770,200
Library	1,723,025	1,694,800	1,793,700	1,585,600
Parks, Recreation & Human Services	7,348,813	7,673,000	7,726,100	7,587,600
Capital	<u>39,400</u>	<u>39,400</u>	<u>39,400</u>	<u>39,400</u>
	49,618,093	50,501,700	50,662,378	49,107,400

EXPENDITURE SUMMARY
SUMMARY BY MAJOR OBJECT OF EXPENSE

	<u>Actual</u> <u>2001-02</u>	<u>Estimated</u> <u>2002-03</u>	<u>Amended</u> <u>2002-03</u>	<u>Approved</u> <u>2003-04</u>
OTHER				
Environmental Services	6,254,076	6,138,500	7,331,100	7,004,600
Library	1,900	0	145,000	140,000
Parks, Recreation & Human Services	33,000	96,000	34,000	96,000
Undistributed	17,216,246	19,972,800	19,826,200	19,912,900
Contingency	0	1,425,700	1,425,700	3,844,800
Capital	<u>57,903,300</u>	<u>55,634,100</u>	<u>55,634,100</u>	<u>55,364,800</u>
	81,408,522	83,267,100	84,396,100	86,363,100
LESS: INTRAFUND CREDITS	3,600,271	3,771,400	3,771,400	3,717,100
Total	334,939,130	344,412,100	350,254,100	357,943,800

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 2002-03 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:	1,346,400	1,405,700	59,300	2003-67, 2003-73
– Mayor's Office	2,273,200	2,369,700	96,500	2002-260, 2002-407, 2003-73
– NET	3,948,200	4,034,500	86,300	2003-73
– Budget & Efficiency	706,400	723,200	16,800	2003-73
– Human Resource Management	1,984,500	2,027,800	43,300	2003-73
– Communications	690,600	705,800	15,200	
– Law	1,778,400	1,856,800	78,400	2002-310, 2003-73
Finance	7,089,300	7,276,500	187,200	2002-345, 2003-73
Community Development	5,592,200	5,711,200	119,000	2003-73
Economic Development	3,291,700	3,328,400	36,700	2003-73
Environmental Services	67,186,600	68,462,600	1,276,000	2002-245, 2002-301, 2002-302, 2002-356, 2003-73, 2003-116
Emergency Communications	7,687,400	7,853,800	166,400	2003-73
Police	55,764,400	59,544,900	3,780,500	2002-253, 2002-254, 2002-257, 2002-258, 2002-308, 2002-374, 2002-404, 2003-19, 2003-45, 2003-71, 2003-73, 2003-114
Fire	37,800,400	37,834,200	33,800	2003-73
Library	11,049,800	11,101,700	51,900	2003-73
Parks, Recreation & Human Services	17,512,300	17,800,900	288,600	2002-222, 2002-290, 2002-298, 2003-73
Undistributed Expense	60,451,400	61,117,200	665,800	2002-257, 2002-260, 2002-310, 2003-73
Contingency	7,601,700	1,425,700	-6,176,000	2002-243, 2002-302, 2002-310, 2003-67, 2003-73
Cash Capital	20,426,000	21,058,100	632,100	2002-212, 2002-332, 2002-340, 2002-347, 2003-55, 2003-73
Debt Service	<u>34,615,400</u>	<u>34,615,400</u>	<u>0</u>	
	348,796,300	350,254,100	1,457,800	

**EXPENDITURE SUMMARY
SUMMARY OF BUDGET AMENDMENTS**

<u>Ordinance</u>	<u>Purpose</u>	<u>Amount</u>	<u>Department</u>
2002-212	Mt. Read Boulevard Bridge Rehabilitation Project	150,000 *	Capital
2002-222	Clarissa Street Reunion	10,000 *	Parks, Recreation & Human Services
2002-243	Technical Amendment - Correct typographical error (Amends Ordinance No. 2002-194 - Adoption of Budget Estimates)	0 *	Contingency
2002-245	Water System Records Grant	35,000 *	Environmental Services
2002-253	Weed & Seed Grant Program	50,000 *	Police
2002-255	Underage Tobacco Enforcement Program	24,000 *	Police
2002-257	Rochester Safe Start Program	42,100 <u>9,400</u> 51,500 *	Police Undistributed
2002-258	Truancy Reduction and Counseling Program	21,300 *	Police
2002-260	Pathways to Peace Program	32,800 <u>8,300</u> 41,100 *	Mayor Undistributed
2002-290	Snack And Supper Program For Children	30,600 *	Parks, Recreation & Human Services
2002-298	Teen Pregnancy Prevention Program	21,700 *	Parks, Recreation & Human Services
2002-301	Water System Vulnerability Assessment And Security Study (Technical Amendment required for appropriation of revenue - See 2002-356)	115,000	Environmental Services
2002-302	Security Assessment Of City Facilities	20,200 <u>-20,200</u> 0	Environmental Services Contingency
2002-308	Seat Belt Enforcement Program	15,800 *	Police
2002-310	Additional Attorney Position In The Law Department	40,000 4,600 <u>-44,600</u> 0	Law Undistributed Contingency
2002-332	Farmers Market Grant	25,000 *	Capital

EXPENDITURE SUMMARY
SUMMARY OF BUDGET AMENDMENTS

<u>Ordinance</u>	<u>Purpose</u>	<u>Amount</u>	<u>Department</u>
2002-340	Alternate Fuel Vehicle - Reimbursement Grant	73,100 *	Capital
2002-345	Records Management Program	40,000 *	Finance
2002-347	PETsMART Grant	10,000 *	Capital
2002-356	Technical Amendment - Appropriation of Revenue (Amends Ordinance 2002-301 - Water System Vulnerability Assessment And Security Study)	115,000 *	
2002-374	STEP Program	17,000 *	Police Department
2002-404	Impaired Driving Deterrence Program	10,000 *	Police
2002-407	Youth Violence Initiative Grant	14,600 *	Mayor's
2003-19	Appropriation of Forfeiture Funds	26,700 *	Police
2003-19	Appropriation of Forfeiture Funds	57,000 *	Police
2003-55	Turning Point Park Improvements Grant	100,000 *	Capital
2003-67	Agreement Relating to the City Code	24,900	City Council & Clerk
		<u>-24,900</u>	Contingency
		0	
2003-71	Seat Belt and Child Safety Seat Usage Grant	100,000 *	Police
2003-73	Salary and Wage Increases & Capital Projects	34,400	Council & Clerk
		49,100	Administration:
		86,300	– Mayor's Office
		16,800	– NET
		43,300	– Budget & Efficiency
		15,200	– Human Resource Management
		38,400	– Communications
		147,200	– Law
		119,000	Finance
		36,700	Community Development
		707,400	Economic Development
		166,400	Environmental Services
		3,396,600	Emergency
		33,800	Communications
		51,900	Police
			Fire
			Library

EXPENDITURE SUMMARY
SUMMARY OF BUDGET AMENDMENTS

<u>Ordinance</u>	<u>Purpose</u>	<u>Amount</u>	<u>Department</u>
		226,300	Parks, Recreation & Human Services
		643,500	Undistributed Expenses
		-6,086,300	Contingency
		<u>274,000</u>	Capital
		0	
2003-114	Motor Vehicle Theft & Insurance Fraud Prevention Program	20,000 *	Police
2003-116	Purchase of Water from Monroe County Water Authority	398,400 *	Environmental Services

*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	1,442,300	460,100			1,902,400	428,500	1,473,900
Administration	9,913,700	3,291,100	267,000		13,471,800	2,436,800	11,035,000
Law	1,866,000	596,100			2,462,100	1,014,600	1,447,500
Finance	7,579,700	2,350,000	962,000		10,891,700	3,120,300	7,771,400
Community Development	5,858,600	1,943,300	2,496,000	851,900	11,149,800	4,615,700	6,534,100
Economic Development	3,263,200	666,000	1,434,000	5,552,600	10,915,800	6,656,500	4,259,300
Environmental Services	68,352,200	13,471,600	12,543,000	18,173,400	112,540,200	88,676,700	23,863,500
Emergency Communication	8,018,900	2,628,600	42,000		10,689,500	9,982,400	707,100
Police	60,169,600	20,253,100	1,513,000		81,935,700	6,536,700	75,399,000
Fire	37,237,300	12,909,000	522,000	509,400	51,177,700	1,593,300	49,584,400
Library	10,337,200	2,251,700	481,000	1,000,800	14,070,700	9,489,500	4,581,200
Parks, Rec. & Human Services	17,647,100	3,413,100	1,258,000	1,844,000	24,162,200	7,923,900	16,238,300
Undistributed*	2,775,300				2,775,300	843,300	1,932,000
Contingency	3,844,800				3,844,800		3,844,800
Cash Capital	N/A						
Debt Service**	N/A			5,954,100	5,954,100	5,128,800	825,300
Total		64,233,700	21,518,000	33,886,200	357,943,800	148,447,000	209,496,800

*Other expenses not distributed.

**Includes only expenditures not distributed to departmental budgets.

N/A - Not applicable; all expenditures distributed

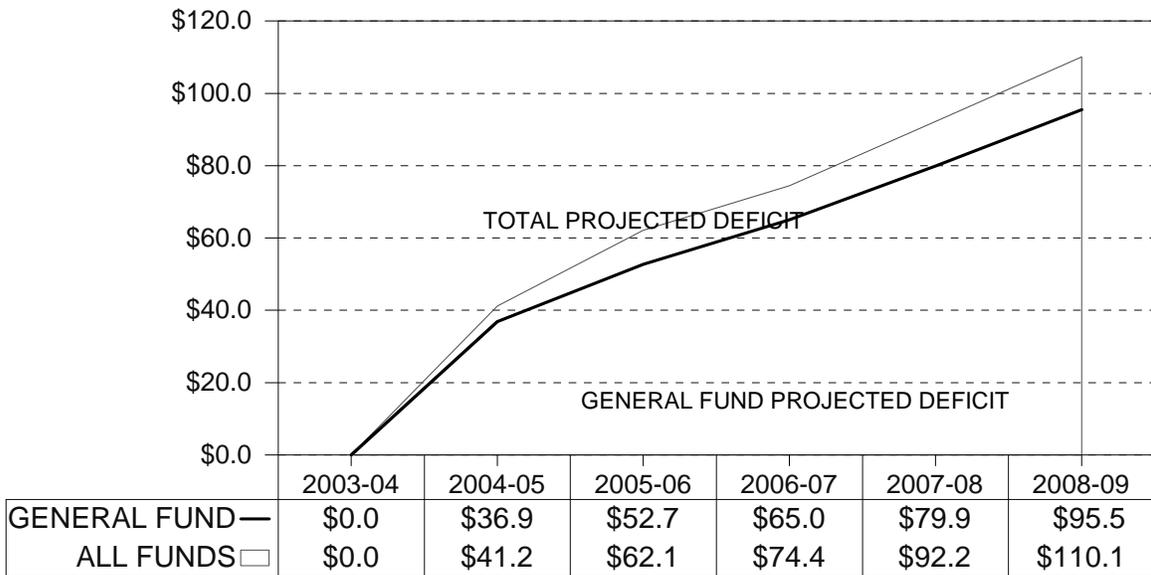
Net of all intrafund chargebacks

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 \$41.2 million is expected for 2004-05. This gap accumulates to \$110 million in 2008-2009.

PROJECTED CITY BUDGET DEFICIT



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 2008-09.

City School District

The City revenue allocation to the City School District is assumed constant at \$126.1 million.

Intergovernmental

The following actions are assumed of the Federal Government:

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

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

- General Purpose State aid is assumed constant.
- Continuation of categorical and miscellaneous aid programs that were included in the New York State's 2003-04 budget (i.e. Consolidated Highway Improvement Program funds).

The following actions are assumed of Monroe County:

- Continued funding, including recovery of inflationary cost increases, of the emergency communications system.
- 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 \$3.6 million General Fund surplus in 2004-05, and \$0 thereafter. The transfer of funds from the retirement reserve is anticipated to fund only the retirement debt service. The projected transfer from the Premium and Interest Fund is assumed constant.

EXPENSE

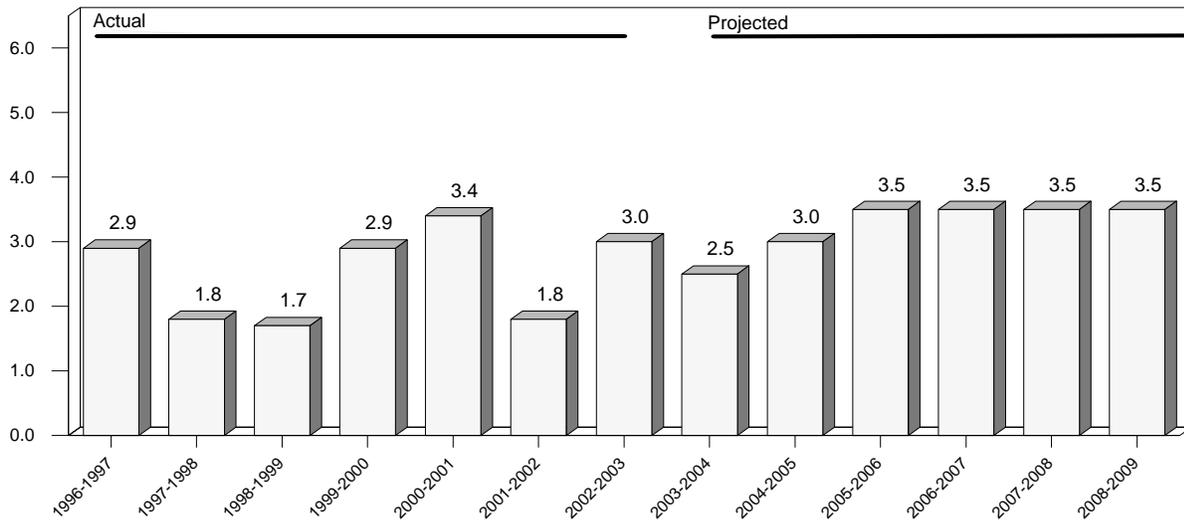
Inflation is responsible for the most significant pressure on projected expenditures. The Consumer Price Index (CPI) is projected to increase 2.5% in 2003-04, 3% in 2004-05 and 3.5% for each year thereafter. The effects of inflation on the operating budget are direct and immediate, resulting in increased 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.

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 2004-2008 Capital Improvement Program.

Retirement expense reflects projections based on the most recent information from the New York State

MULTI-YEAR INFLATION RATES



Retirement System. Projections for active employee hospitalization and medical insurance assume 18% in 2004-05 and each year thereafter. Projections for retiree hospitalization and medical insurance assume 20% in 2004-05 and each year thereafter. A contribution of \$1,000,000 to the insurance reserve is projected in 2003-04, 0 each year thereafter. 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.

MULTI-YEAR PROJECTION MAJOR ASSUMPTIONS & TRENDS

- Service charge increase.

Expenditure Options

Three actions provide the major expenditure options to eliminate the gap:

- 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.

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 2003-04.

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

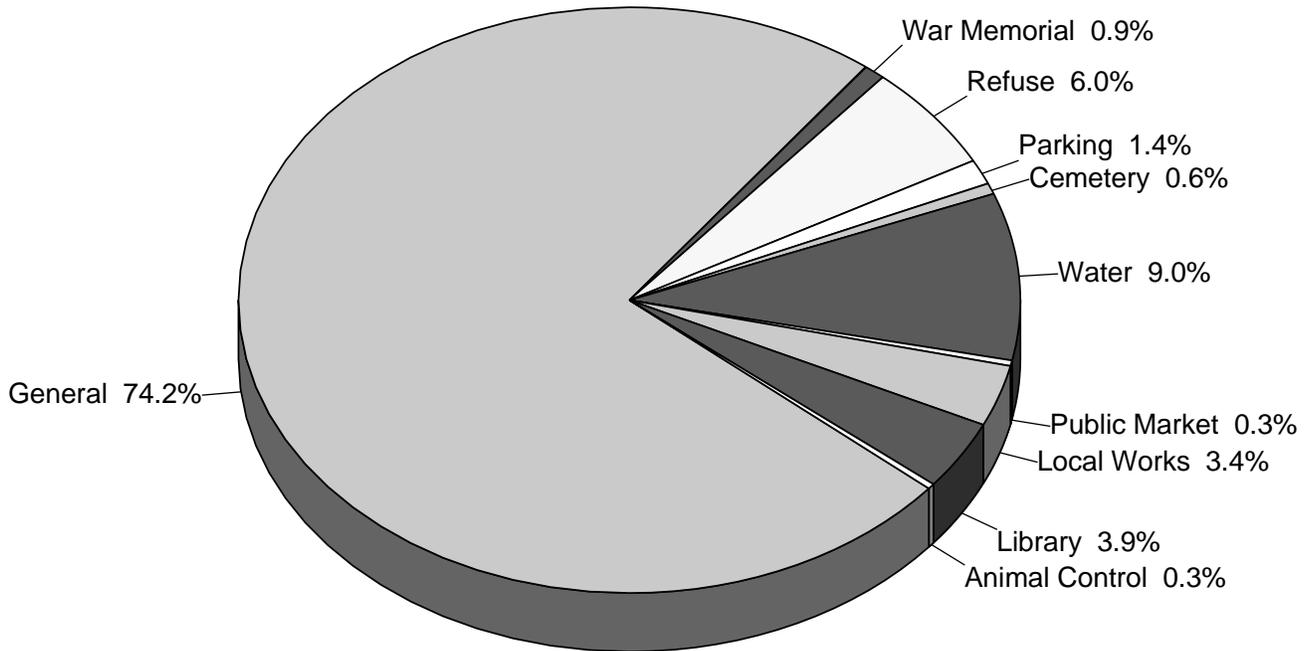
This fund includes refuse collection and disposal operations.

FUND SUMMARY MAJOR ASSUMPTIONS & TRENDS

FUND SUMMARY

	<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>
Expense	1,442,300										1,442,300
City Council and Clerk Administration	9,913,700										9,913,700
Law	1,866,000										1,866,000
Finance	7,579,700										7,579,700
Community Development	5,858,600						1,538,000				5,858,600
Economic Development	1,725,200						159,800				3,263,200
Environmental Services	24,054,700			8,039,300	20,491,200					15,607,200	68,352,200
Emergency Communications	8,018,900										8,018,900
Police	59,122,900	1,046,700									60,169,600
Fire	37,237,300										37,237,300
Library			10,337,200								10,337,200
Parks, Recreation & Human Services	14,654,200							1,478,900			17,647,100
Undistributed Expenses	55,738,000	189,000		2,057,800	2,448,000	1,114,500	387,800	384,800	399,500	3,405,000	67,009,000
Contingency	3,844,800					73,900					3,844,800
Cash Capital	12,868,000			1,926,000	2,689,000	147,000	659,000	196,000	22,000	2,530,000	21,518,000
Debt Service	21,183,700			8,600	6,758,700	1,962,400	2,412,100	1,900	524,000	34,000	33,886,200
Total	265,108,000	1,235,700	14,108,100	12,031,700	32,386,900	3,297,800	5,156,700	2,061,600	981,100	21,576,200	357,943,800
Revenue	118,212,500	1,014,100	4,618,600			766,200		578,700	471,300		125,661,400
Property Tax	142,466,000										142,466,000
Other Taxes	5,026,000										5,026,000
Departmental Income	797,700	144,200	2,134,600	11,922,000	31,599,500	1,678,800	4,181,300	1,425,000	508,000	20,389,200	79,008,600
Use of Money and Property	4,769,100	3,900		57,600	29,300	3,700	17,100	56,100	1,000	37,700	1,004,100
Fines and Forfeiture	1,904,700	40,500					245,900				5,055,500
Licenses and Permits	1,148,900	33,000									1,937,700
Sale of Property & Compensation	5,699,000										1,148,900
Miscellaneous	65,540,600		780,900	9,600	221,400		206,300			14,200	6,150,500
Intergovernmental-State	6,097,500			34,000							66,355,500
Intergovernmental-Federal	13,085,300										6,097,500
Intergovernmental-Other	-99,639,300					837,700					20,383,000
Interfund Revenue											-99,639,300
Non-General Fund:											
Transfer/Retirement Reserve									800	33,900	96,200
Transfer/Premium & Interest											10,800
Appropriation of Fund Balance										1,101,200	2,207,400
Total	265,108,000	1,235,700	14,108,100	12,031,700	32,386,900	3,297,800	5,156,700	2,061,600	981,100	21,576,200	357,943,800

APPROPRIATIONS BY FUND



Note: Does not reflect intrafund credits

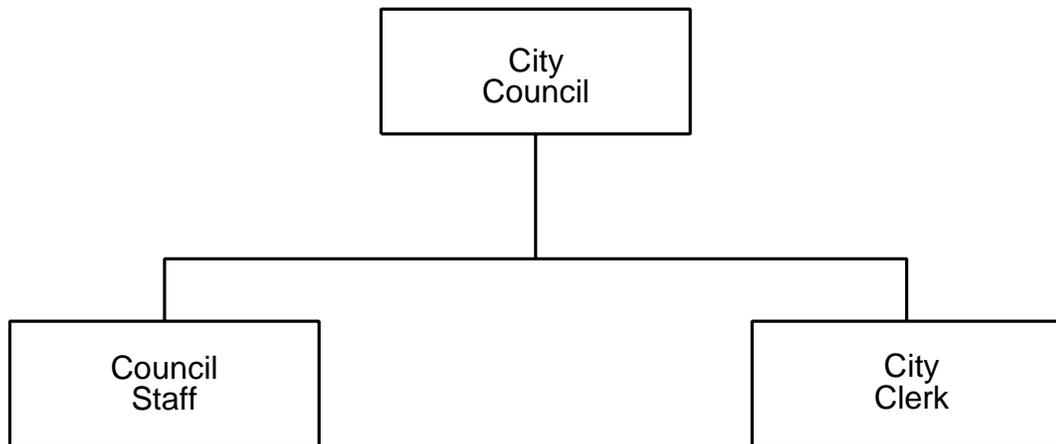
Purpose

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 2002-03</u>	<u>Budget 2003-04</u>	<u>Change</u>	<u>Percent Change</u>
City Council	848,500	887,100	38,600	4.5%
Office of the City Clerk	272,700	257,500	-15,200	-5.6%
Licensing	137,100	137,000	-100	-0.1%
Elections	<u>147,400</u>	<u>160,700</u>	<u>13,300</u>	9.0%
Total	1,405,700	1,442,300	36,600	2.6%
Employee Years	27.3	27.2	-0.1	-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>
26,800	1,300	900	-13,500	1,200	19,900	36,600

Major Change

As proposed by the Mayor:

One time expense to reprint City Code completed	-24,900
Cost of annual audit increases due to changing market conditions	23,000
The addition of 24 new elections districts by New York State increases election inspection expenses	16,800
Professional fees reduced due to budget constraints	-5,000

As amended by City Council:

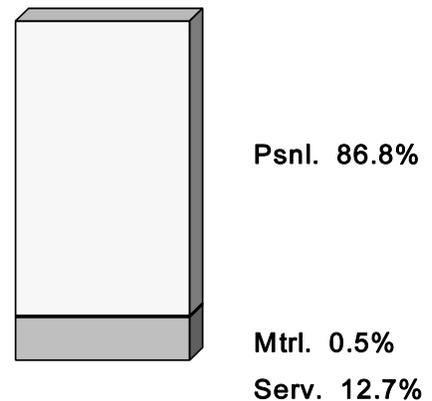
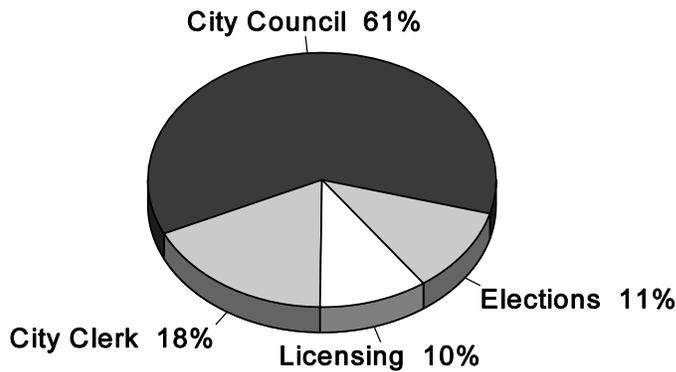
Funds are provided for an Increase in the compensation rate of election inspectors	7,500
Support added for efforts in revitalizing the Center City	2,500

**CITY COUNCIL AND CLERK
EXPENDITURE SUMMARY**

	<u>Actual</u> <u>2001-02</u>	<u>Estimated</u> <u>2002-03</u>	<u>Amended</u> <u>2002-03</u>	<u>Approved</u> <u>2003-04</u>
Appropriation by Major Object				
Personnel Expenses	1,182,196	1,191,200	1,213,400	1,251,000
Materials & Supplies	10,087	8,500	6,000	7,000
Services	154,691	185,800	186,300	184,300
Other	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	1,346,974	1,385,500	1,405,700	1,442,300

Appropriation by Activity				
City Council	830,540	842,400	848,500	889,600
Office of the City Clerk	248,626	275,300	272,700	257,500
Licensing	144,353	140,800	137,100	137,000
Elections	<u>123,455</u>	<u>127,000</u>	<u>147,400</u>	<u>158,200</u>
Total	1,346,974	1,385,500	1,405,700	1,442,300

Employee Years by Activity				
City Council	9.1	8.8	8.8	8.8
Office of the City Clerk	3.8	3.8	3.8	3.8
Licensing	4.0	4.1	4.1	4.1
Elections	<u>10.3</u>	<u>10.3</u>	<u>10.6</u>	<u>10.5</u>
Total	27.2	27.0	27.3	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

RTS Bus passes are no longer issued by the licensing unit.

Performance Indicators	<u>Actual 2001-02</u>	<u>Estimated 2002-03</u>	<u>Budget 2002-03</u>	<u>Budget 2003-04</u>
DEMAND				
License applications:				
• Dog	4,485	4,500	4,830	4,530
• Marriage	1,620	1,639	1,735	1,670
• Duplicate Marriage	1,274	1,120	1,205	1,220
• Commissioner of Deeds	179	203	185	200
• Games of chance	40	30	40	40
• Business	2,930	3,150	2,985	3,120
• Bingo licenses and payments	3,043	2,830	3,070	2,910
• Domestic Partnerships	95	85	90	90
Alarm permits	9,581	9,755	15,000	10,000
Handicapped parking	N/A	4,260	4,000	4,500
Marriage ceremonies	512	448	440	460
RTS bus passes	8	0	80	0
Passports	210	316	320	300
WORKLOAD				
Licenses processed:				
• Dog	4,485	4,500	4,830	4,530
• Marriage	1,620	1,639	1,735	1,670
• Duplicate Marriage	1,274	1,120	1,205	1,220
• Commissioner of Deeds	179	203	185	200
• Games of chance	40	30	40	40
• Business	2,930	3,150	2,985	3,120
• Bingo licenses and payments	3,043	2,830	3,070	2,910
• Domestic Partnerships	95	85	90	90
Alarm permits	9,581	9,755	15,000	10,000
Handicapped parking	N/A	4,260	4,000	4,500
Marriage ceremonies	512	448	440	460
RTS bus passes	8	0	80	0
Passports	210	316	320	300
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.

Program Change

Twenty-four additional election districts are created by New York State during 2002-03.

Performance Indicators

	<u>Actual</u> <u>2001-02</u>	<u>Estimated</u> <u>2002-03</u>	<u>Budget</u> <u>2002-03</u>	<u>Budget</u> <u>2003-04</u>
DEMAND				
Primary elections	1	1	1	1
General elections	1	1	1	1
Election districts	211	211	211	235
WORKLOAD				
Election inspector hours:				
• Primary elections	4,773	5,122	5,345	5,400
• General election	12,733	13,358	12,645	13,400

CITY COUNCIL AND CLERK
PERSONNEL SUMMARY

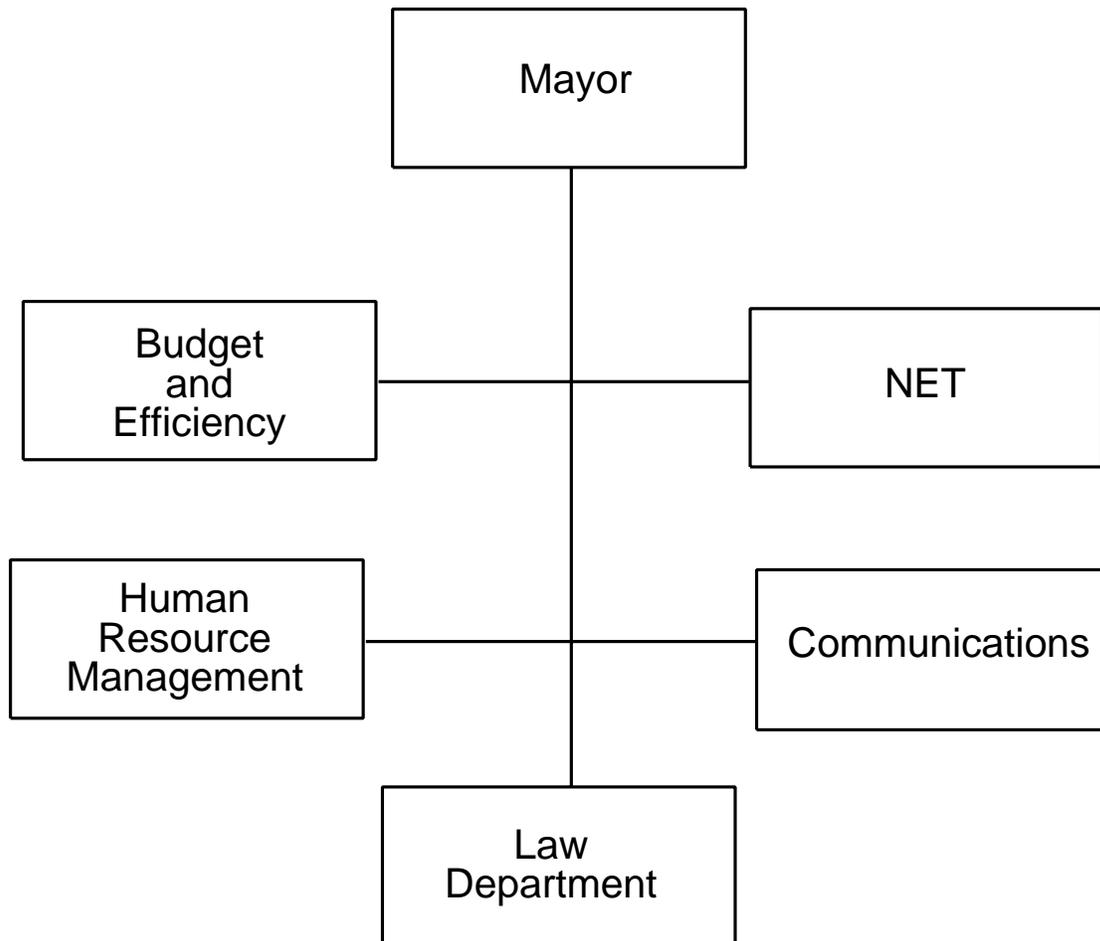
FULL TIME POSITIONS				City Council	Office of the City Clerk	Licensing	Elections
Br.	Title	Budget 2002-03	Approved 2003-04				
36	Chief of Staff	0	1	1			
34	Chief Legislative Assistant	1	0				
31	City Clerk	1	1		1		
28	Senior Legislative Coordinator	1	1	0.6	0.4		
24	Senior Legislative Analyst	2	2	2			
20	Senior Legislative Assistant	0	1			1	
16	Administrative Assistant	1	0				
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	1	2			2	
7	Clerk III with Typing Bilingual	1	0				
FX	President-City Council	(1)	(1)				
FX	Vice President-City Council	(1)	(1)				
FX	Council Member	(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>0.9</u>	<u>1.0</u>	<u>0.2</u>	<u>0.1</u>	<u>0.1</u>	<u>0.6</u>
	Total	27.3	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 2002-03</u>	<u>Budget 2003-04</u>	<u>Change</u>	<u>Percent Change</u>
Mayor's Office	2,369,700	2,412,600	42,900	1.8%
NET	4,034,500	3,983,700	-50,800	-1.3%
Budget & Efficiency	723,200	701,600	-21,600	-3.0%
Human Resource Management	2,027,800	2,069,800	42,000	2.1%
Communications	705,800	746,000	40,200	5.7%
Law Department	<u>1,856,800</u>	<u>1,866,000</u>	<u>9,200</u>	0.5%
Total	11,717,800	11,779,700	61,900	0.5%
Employee Years	200.4	200.9	0.5	0.2%

Change Detail

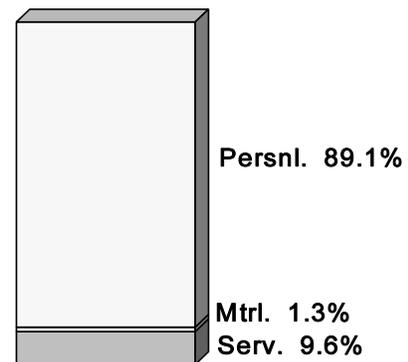
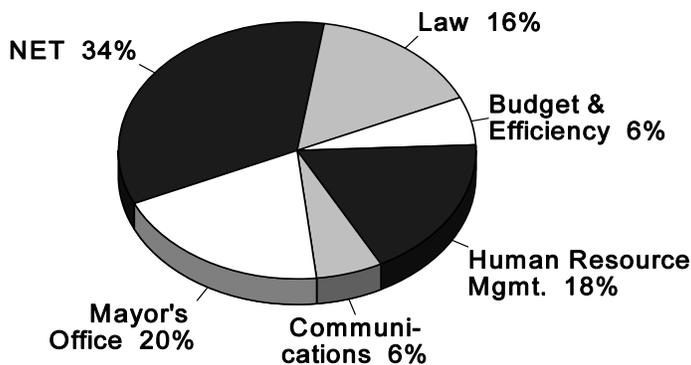
<u>Salary & Wage Adjustment</u>	<u>General Inflation</u>	<u>Chargebacks</u>	<u>Vacancy Allowance</u>	<u>Miscellaneous</u>	<u>Major Change</u>	<u>Total</u>
348,700	7,300	2,600	0	2,500	-299,200	61,900

Major Change

Efficiencies resulting from reductions in expenses for services, materials, and supplies	-136,500
Three positions are eliminated in the Move In/Move Out Quality Inspection programs funded by Monroe County due to a reduction in the County's allocation for this contract	-120,800
Reduction in full time personnel expense due to program changes	-104,600
A unit is created in Human Resource Management to implement methods and procedures improvements	100,000
Resources are added to address the goal of reducing the backlog in job specification development and administering more exams developed by the New York State Civil Service Commission	33,200
One-time grants, completed in 2002-03, are not repeated	-26,100
Professional service funding added to enhance monitoring of federal legislation and executive actions	10,000
A one-time allocation for renovations is not repeated	-5,000

ADMINISTRATION EXPENDITURE SUMMARY

	Actual <u>2001-02</u>	Estimated <u>2002-03</u>	Amended <u>2002-03</u>	Approved <u>2003-04</u>
Appropriation by Major Object				
Personnel Expenses	9,503,131	9,940,500	10,281,100	10,504,500
Materials & Supplies	156,122	153,800	179,600	149,200
Services	1,205,057	1,245,600	1,257,100	1,126,000
Other	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	10,864,310	11,339,900	11,717,800	11,779,700
Appropriation by Activity				
Mayor's Office	2,142,002	2,290,900	2,369,700	2,412,600
NET	3,801,100	3,863,600	4,034,500	3,983,700
Budget & Efficiency	612,426	691,600	723,200	701,600
Human Resource Management	1,851,100	2,026,700	2,027,800	2,069,800
Communications	691,482	705,600	705,800	746,000
Law Department	<u>1,766,200</u>	<u>1,761,500</u>	<u>1,856,800</u>	<u>1,866,000</u>
Total	10,864,310	11,339,900	11,717,800	11,779,700
Employee Years by Activity				
Mayor's Office	33.8	35.1	34.1	36.3
NET	72.5	74.1	78.1	73.9
Budget & Efficiency	11.9	11.7	12.2	11.7
Human Resource Management	35.9	38.8	40.0	41.0
Communications	12.4	12.0	12.0	13.0
Law Department	<u>24.0</u>	<u>24.0</u>	<u>24.0</u>	<u>25.0</u>
Total	190.5	195.7	200.4	200.9



**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>2002-03</u>	<u>2003-04</u>	<u>Change</u>
Budget	2,369,700	2,412,600	42,900
Employee Years	34.1	36.3	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>
32,600	2,400	0	0	2,100	5,800	42,900

Major Change

One full time administrative position is added, and one part time position is converted to full time during 2002-03 to provide additional support	83,600
Professional service fees are reduced	-72,000
Grant funding continues for a Youth Intervention Specialist Bilingual position created during 2002-03	36,400
A full time auditor position is reduced to part time as an efficiency	-16,100
Law Enforcement Block Grant for a youth violence initiative is complete	-14,600
The allocation for Teen Court is reduced to match available grant revenues	-11,500

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 2001-02</u>	<u>Estimated 2002-03</u>	<u>Budget 2002-03</u>	<u>Budget 2003-04</u>
DEMAND				
Projects scheduled:				
● Audits	21	21	23	21
● Reviews and consultations	11	9	10	9
● Bingo expense reviews	6	6	6	6
● Payroll field checks	15	15	15	15
Bingo games conducted	1,650	1,650	1,680	1,650

Performance Indicators

	<u>Actual 2001-02</u>	<u>Estimated 2002-03</u>	<u>Budget 2002-03</u>	<u>Budget 2003-04</u>
WORKLOAD				
Projects completed:				
● Audits	21	21	23	21
● Reviews and consultations	11	9	10	9
● Bingo expense reviews	6	6	6	6
● Payroll field checks	15	15	15	15
Bingo games inspected	109	105	110	110

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.

Program Change

Beginning in 2003-04, focus of this unit is specifically on youth violence, targeting youth involved in serious assaults and homicides. Increased street outreach will reduce the ability to conduct violence prevention workshops.

Performance Indicators

	<u>Actual 2001-02</u>	<u>Estimated 2002-03</u>	<u>Budget 2002-03</u>	<u>Budget 2003-04</u>
DEMAND				
Juvenile crimes	2,211	1,200	1,200	2,000
WORKLOAD				
Client caseload	290	600	600	400
Anti-violence presentation recipients	1,100	2,000	2,000	1,000

SPECIAL PROJECTS UNIT – R2010 Campaign #1 - Involved Citizens

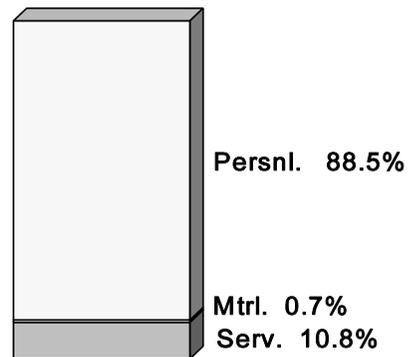
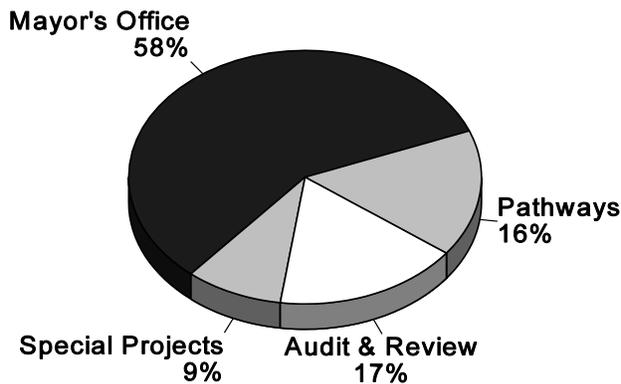
This unit oversees the implementation of the City's comprehensive plan, *Rochester 2010: The Renaissance Plan*. It is responsible for developing the implementation structure and work plan. The unit also coordinates City departmental and public involvement in the plan.

**ADMINISTRATION
MAYOR'S OFFICE
EXPENDITURE SUMMARY**

	Actual <u>2001-02</u>	Estimated <u>2002-03</u>	Amended <u>2002-03</u>	Approved <u>2003-04</u>
Appropriation by Major Object				
Personnel Expenses	1,868,122	1,900,100	1,999,900	2,135,400
Materials & Supplies	12,534	15,800	16,500	16,400
Services	261,346	375,000	353,300	260,800
Other	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	2,142,002	2,290,900	2,369,700	2,412,600

Appropriation by Activity				
Mayor's Office	1,263,360	1,324,800	1,353,900	1,403,100
Audit & Review	372,572	387,000	416,800	420,600
Pathways to Peace	318,214	373,900	391,900	378,500
Special Projects Unit	<u>187,856</u>	<u>205,200</u>	<u>207,100</u>	<u>210,400</u>
Total	2,142,002	2,290,900	2,369,700	2,412,600

Employee Years by Activity				
Mayor's Office	17.2	17.5	16.9	18.6
Audit & Review	6.5	6.5	7.1	6.7
Pathways to Peace	7.1	8.1	7.1	8.0
Special Projects Unit	<u>3.0</u>	<u>3.0</u>	<u>3.0</u>	<u>3.0</u>
Total	33.8	35.1	34.1	36.3



ADMINISTRATION
MAYOR'S OFFICE
PERSONNEL SUMMARY

FULL TIME POSITIONS			Mayor's Office	Audit & Review	Pathways to Peace	Special Projects Unit	
Br.	Title	Budget 2002-03					Approved 2003-04
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 Volntr. & Comm. Affairs	1	1	1			
26	Executive Staff Assistant III	2	2	1		1	
26	Youth Intervention Supervisor	0	1			1	
23	Executive Staff Assistant II	1	2	2			
23	Youth Intervention Supervisor	1	0			0	
21	Secretary to Mayor	1	1	1			
20	Executive Assistant	0	1	1			
20	Executive Staff Assistant I	1	2	2			
20	Sr. Youth Intervention Specialist	1	1			1	
20	Teen Court Coordinator	1	1	1			
18	Secretary to Chief of Staff	1	1	1			
18	Secretary to the Deputy Mayor	1	1	1			
18	Senior Field Auditor	3	2		2		
18	Youth Intervention Specialist	4	4			4	
18	Youth Intervention Specialist Bilingual	0	1			1	
16	Administrative Assistant	1	1		1		
11	Receptionist to the Mayor	1	1	1			
11	Secretary	1	0				
11	Secretary/Stenographer	1	1			1	
6	Receptionist Typist	0	1			1	
EMPLOYEE YEARS							
	Full Time	33.0	35.0	18.0	6.0	8.0	3.0
	Overtime	0.1	0.0	0.0	0.0	0.0	0.0
	Part Time, Temporary, Seasonal	1.0	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	34.1	36.3	18.6	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

To better represent the actual operation of NET, the budget presentation has been revised to combine the former Administration and Records Management and Enforcement activities into a single activity, NET Empowerment Team Office.

This activity 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 activity 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 2003-04 work plan includes the following:

Objective	R2010 Campaigns Supported	Projected Completion
Ongoing Challenged Street Program Services to Maria Street, Fulton Avenue and Saxton Street	#3 Health, Safety and Responsibility #9 Healthy Urban Neighborhoods	Fourth Quarter
Champion Streets construction and renovation activities for Michigan Street, Hobart Street, Henrietta Street and Mohawk Street	#3 Health, Safety and Responsibility #9 Healthy Urban Neighborhoods	Fourth Quarter

Year-to-Year Comparison

	<u>2002-03</u>	<u>2003-04</u>	<u>Change</u>
Budget	4,034,500	3,983,700	-50,800
Employee Years	78.1	73.9	-4.2

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>
172,400	0	19,900	0	0	-243,100	-50,800
Major Change						

ADMINISTRATION
NET OFFICE

Three positions are eliminated in the Move In/Move Out Quality Inspection programs funded by Monroe County due to a reduction in the County's allocation for this contract	-120,800
The on-call inspector program, which provides inspection services as needed in cases of structural fires or drug-related arrests, is reduced by eliminating post-fire inspections by having other, uniformed, staff already on scene perform this function	-31,200
The Code Enforcement Coordinator position is eliminated as an efficiency measure and duties reassigned, partially offset by the related creation of a Neighborhood Conservation Officer, part time	-30,000
Efficiencies, particularly in advertising and photographic supplies, result in a reduction	-27,100
Reductions in maintenance and repair of buildings and equipment result from work recently completed and reassessments of requirements	-23,000
The Junk Car Bounty Program is discontinued	-11,000

Program Change

The Junk Car Bounty Program is discontinued. Move In/Move Out Quality Housing Inspections performed under contract with the Monroe County Department of Social Services declines to match a reduction in the funding level provided by Monroe County.

Performance Indicators

	<u>Actual</u> <u>2001-02</u>	<u>Estimated</u> <u>2002-03</u>	<u>Budget</u> <u>2002-03</u>	<u>Budget</u> <u>2003-04</u>
DEMAND				
Complaints:				
● Drug locations	1,481	1,500	1,500	1,500
● Nuisance locations	475	500	500	500
● Prostitution	132	130	120	120
● Disorderly residents	435	480	500	500
● Excessive noise (property)	512	480	400	400
● High grass, trash & debris	4,854	4,750	4,700	4,700
● Illegal parking (Right-of-way)	428	400	450	450
● Blighting properties	1,256	1,100	1,100	1,100
● Problem businesses	162	160	150	150
● Graffiti	268	280	300	300
● Junk/Unlicensed vehicles	1,379	1,400	1,400	1,400
● Received in Central Office	7,628	7,500	7,500	7,500
Refuse enforcement (Right-of-way):				
● Complaints	2,368	2,400	2,500	2,500
● Properties surveyed	4,589	4,700	4,500	4,500
Resident inquiries:				
● Telephone (estimated)	53,000	52,000	52,000	52,000
● Walk-in (estimated)	11,500	12,000	12,000	12,000
MCDSS inspections	10,873	11,000	11,000	9,000
Certificate of Occupancy applications:				
● Multiple family dwelling	3,400	3,400	3,400	3,400
● Single family rentals	400	500	500	500
WORKLOAD				
Complaints resolved:				
● Drug locations	1,083	1,000	1,100	1,100
● Nuisance locations	412	400	400	400
● Prostitution	83	80	75	75
● Disorderly residents	420	400	400	400
● Excessive noise (property)	350	300	300	300
● High grass, trash & debris	4,673	4,600	4,600	4,600

ADMINISTRATION
NET OFFICE

Performance Indicators

	Actual <u>2001-02</u>	Estimated <u>2002-03</u>	Budget <u>2002-03</u>	Budget <u>2003-04</u>
● Illegal parking (Right-of-way)	328	350	375	375
● Blighting properties	813	780	750	750
● Problem businesses	104	110	110	110
● Graffiti removed	268	250	250	250
Work orders issued:				
● Property cleanups	1,160	1,100	1,000	1,000
● Drug location boardups	1,214	1,100	1,000	1,000
UPLIFTS conducted	23	25	30	30
Property Code surveys	916	950	950	950
Knock & Talks conducted	733	750	750	750
Junk/unlicensed vehicles				
● Towing contract removal	1,325	1,300	1,200	1,300
● Bounty removal	82	75	100	0
● Voluntary compliance	1,228	1,280	1,300	1,300
Refuse enforcement (Right-of-way):				
● Tickets issued	1,745	1,700	1,700	1,700
● Voluntary compliance	3,845	3,950	4,000	4,000
Resident involvement:				
● Number of PAC TAC volunteers	368	400	400	400
● Number of block clubs	90	95	95	95
● Number of NET neighborhood meetings	1,388	1,340	1,250	1,250
MCDSS inspections	10,873	11,000	11,000	9,000
Cases originated	19,546	19,800	20,000	20,000
Certificate of Occupancy issued:				
● Multiple family dwelling	3,212	3,100	3,100	3,100
● Single family rentals	485	500	500	500
Inspections made:				
● Multiple family dwelling	77,208	76,500	76,000	76,000
● Single family rentals	3,712	3,500	3,500	3,500
Notice and Orders issued	20,314	20,200	20,000	20,000
Owner warning letters issued	917	950	950	950
Referrals to Parking & Municipal Violations	3,896	4,200	4,500	4,500

RESULTS

Case dispositions/abatements after tickets or warning letters	3,700	3,800	4,000	4,000
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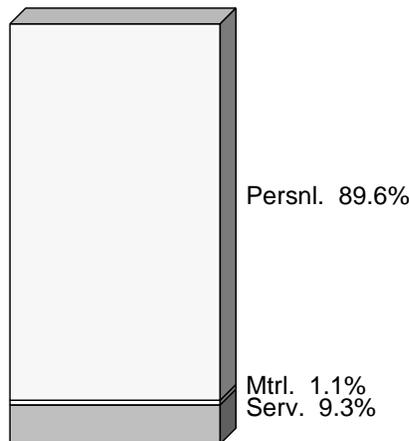
MCDSS - Monroe County Department of Social Services

ADMINISTRATION
NET OFFICE
EXPENDITURE SUMMARY

3-11

	Actual <u>2001-02</u>	Estimated <u>2002-03</u>	Amended <u>2002-03</u>	Approved <u>2003-04</u>
Appropriation by Major Object				
Personnel Expenses	3,284,700	3,463,800	3,580,000	3,569,300
Materials & Supplies	58,100	46,300	66,200	43,400
Services	458,300	353,500	388,300	371,000
Other	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	3,801,100	3,863,600	4,034,500	3,983,700
Appropriation by Activity				
Neighborhood Empowerment Team Office	3,801,100	3,863,600	4,034,500	3,983,700
Employee Years by Activity				
Neighborhood Empowerment Team Office	72.5	74.1	78.1	73.9

NET Resource Allocation - Dollars				
NET Allocation	3,801,100	3,863,600	4,034,500	3,983,700
Police Department NET Allocation	<u>1,762,700</u>	<u>1,716,400</u>	<u>1,763,800</u>	<u>1,816,700</u>
Total NET Allocation	5,563,800	5,580,000	5,798,300	5,800,400
NET Resource Allocation - Employee Years				
NET Allocation	72.5	74.1	78.1	73.9
Police Department NET Allocation	<u>30.3</u>	<u>29.0</u>	<u>29.8</u>	<u>29.8</u>
Total NET Allocation	102.8	103.1	107.9	103.7
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 2002-03	Approved 2003-04
35	NET Director	1	1
31	NET Administrator	6	6
27	Administrator of Code Compliance	1	1
27	Assistant Net Administrator	3	3
27	NET Code Coordinator	1	1
24	Code Enforcement Coordinator	1	0
21	Neigh. Conservation Officer	22	27
21	Neigh. Conservation Officer Bilingual	1	1
20	Executive Assistant	3	3
20	Executive Assistant Bilingual	1	1
18	Neigh. Conserv. Officer Trainee	6	1
17	Property Conservation Inspector	6	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	3
9	Clerk II Bilingual	0	1
9	Clerk II with Typing	4	0
7	Clerk III	1	2
7	Clerk III with Typing	2	4
7	Clerk III with Typing Bilingual	2	2
7	Telephone Representative	1	0
3	Clerk Typist	1	1
EMPLOYEE YEARS			
Full Time		75.0	71.0
Overtime		1.1	0.4
Part Time, Temporary, Seasonal		2.5	3
Less: Vacancy Allowance		0.5	0.5
Total		78.1	73.9

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	2001-02	2002-03
94	Police Lieutenant	10	8
90	Police Officer	22	22
EMPLOYEE YEARS			
Full Time		32.0	30.0
Overtime		0.4	0.4
Part Time, Temporary, Seasonal		0.0	0.0
Less: Vacancy Allowance		0.6	0.6
Total		31.8	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 2003-04 work plan includes the following:

Objective	R2010 Campaigns Supported	Projected Completion
Complete review of departmental fees and charges	#7 - Quality Service	Fourth Quarter

Year-to-Year Comparison

	<u>2002-03</u>	<u>2003-04</u>	<u>Change</u>
Budget	723,200	701,600	-21,600
Employee Years	12.2	11.7	-0.5

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>
43,100	100	-1,800	0	400	-63,400	-21,600

Major Change

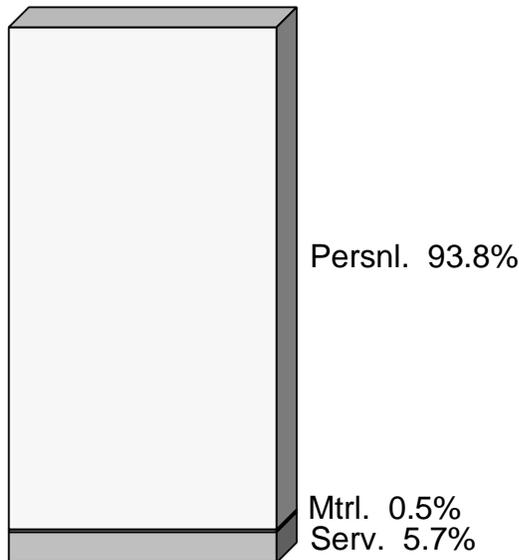
One half Assistant to the Mayor position is eliminated	-56,600
Productivity improvements result in savings	-16,000
Professional service funding added to enhance monitoring of federal legislation and executive actions	10,000
Training allocation is reduced	-800

Performance Indicators

	<u>Actual 2001-02</u>	<u>Estimated 2002-03</u>	<u>Budget 2002-03</u>	<u>Budget 2003-04</u>
WORKLOAD				
Budget amendments processed	26	40	35	35
Appropriation transfers reviewed	647	600	650	650
Contracts reviewed	734	750	800	800

ADMINISTRATION
BUREAU OF BUDGET & EFFICIENCY
EXPENDITURE SUMMARY

	Actual <u>2001-02</u>	Estimated <u>2002-03</u>	Amended <u>2002-03</u>	Approved <u>2003-04</u>
Appropriation by Major Object				
Personnel Expenses	560,340	648,300	687,800	658,300
Materials & Supplies	7,401	3,500	3,500	3,600
Services	44,685	39,800	31,900	39,700
Other	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	612,426	691,600	723,200	701,600
Appropriation by Activity				
Budget & Management Analysis	612,426	691,600	723,200	701,600
Employee Years by Activity				
Budget & Management Analysis	11.9	11.7	12.2	11.7



ADMINISTRATION
BUREAU OF BUDGET & EFFICIENCY
PERSONNEL SUMMARY

FULL TIME POSITIONS			
Br.	Title	Budget 2002-03	Approved 2003-04
36	Assistant to the Mayor	0.5	0
35	Director of Budget & Efficiency	0	1
32	Assistant Director of Budget & Efficiency	0	1
32	Deputy Dir. of Budget & Efficiency	1	0
29	Principal Staff Assistant	1	0
26	Associate Administrative Analyst	1	1
24	Assistant to Dir. of Budget & Efficiency	1	1
24	Senior Administrative Analyst	1.5	0.5
20	Administrative Analyst	2	1
20	Administrative Analyst Bilingual	1	1
20	Senior Accountant	1	2
18	Assistant Community Program Planner	1	1
16	Management Trainee	0	1
15	Secretary to Dir. of Budget & Efficiency	1	1
EMPLOYEE YEARS			
	Full Time	12.0	11.5
	Overtime	0.2	0.2
	Part Time, Temporary, Seasonal	0.0	0.0
	Less: Vacancy Allowance	0.0	0.0
	Total	12.2	11.7

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. Exan Services provides locally prepared civil service examinations. Benefits Administration administers benefit programs for employees and retirees as well as providing reporting for OSHA requirements.

The 2003-04 work plan includes the following:

Objective	R2010 Campaigns Supported	Projected Completion
Conduct Firefighter candidate agility tests in conjunction with Rochester Fire Department	#3 Health, Safety and Responsibility #7 Quality Services	First Quarter
Automate Civil Service Commission agenda process	#7 Quality Services	Second Quarter
Conduct Police Officer examination in conjunction with Rochester Police Department	#3 Health, Safety and Responsibility #7 Quality Services	Second Quarter
Create database for management of information pertaining to legal decisions regarding civil service	#7 Quality Services	Third Quarter
Complete review of personnel systems design and begin implementation of personnel systems improvements including automation	#7 Quality Services	Fourth Quarter

Year-to-Year Comparison

	<u>2002-03</u>	<u>2003-04</u>	<u>Change</u>
Budget	2,027,800	2,069,800	42,000
Employee Years	40.0	41.0	1.0

Change Detail

Salary & Wage Adjustment	General Inflation	Chargebacks	Vacancy Allowance	Miscellaneous	Major Change	Total
42,500	900	-13,600	0	0	12,200	42,000

Major Change

A unit is created to implement methods and procedures improvements. For this purpose an Administrative Analyst is added as well as funds to support a position in the Department of Finance, Bureau of Information Services to provide systems analysis and systems automation	100,000
A Research Assistant position in Benefits is eliminated due to budget constraints	-39,000
Management positions are reorganized with the elimination of one half of an Assistant to the Mayor position, the creation of a Director of Human Resource Management and the elimination of the Manager of Administrative services	-38,000

ADMINISTRATION
BUREAU OF HUMAN RESOURCE MANAGEMENT

Major Change

The elimination of an Human Resources Consultant position in Staffing results in a reduction	-32,600
Revision in the schedule of public safety examinations results in a reduction in expense	-32,100
Services and materials costs increase as training and refresher training is needed on personnel and civil service related subject matter and procedures as well as expenses for supplies and professional services	20,700
Additional resources are provided to address the goal of reducing the backlog in specification development and administering more exams developed by the New York State Civil Service Commission	18,200
Administering additional examinations developed by New York State results in increased expense to purchase such tests	15,000

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.

Program Change

Human Resource Management has reorganized this year to place more resources into higher priority activities and begin implementation of systems improvements. As such, the Information Systems activity becomes part of Administration.

Performance Indicators

	<u>Actual</u> 2001-02	<u>Estimated</u> 2002-03	<u>Budget</u> 2002-03	<u>Budget</u> 2003-04
DEMAND				
Requests for Affirmative Action assistance	1,160	1,350	1,475	1,200
Employee status changes:				
• Job title/position/pay	9,805	10,400	10,400	10,000
• Payroll deductions	<u>10,545</u>	<u>11,300</u>	<u>11,300</u>	<u>10,600</u>
Total	20,350	21,700	21,700	20,600
Job creations and abolishments	625	700	700	650
Employee Suggestion Program:				
ESP Orientations and Communications	480	400	350	375
Review of Suggestion Forms	76	22	25	50
WORKLOAD				
Affirmative Action assistance:				
• Consultations held	49	80	70	55
• Investigations conducted	21	50	65	35
• ADA accommodations processed	11	25	30	20
Employee Suggestion Program:				
Employee suggestions processed	90	92	100	100
Consultations/Suggestion review	213	106	125	140
Employee status changes processed	20,350	21,700	21,700	20,600

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.

ADMINISTRATION
BUREAU OF HUMAN RESOURCE MANAGEMENT

Program Change

This activity will receive and review job applications, formerly assigned to Staff Services. Additional staff is provided for the preparation of job specifications and to support the administration of New York State supplied exams.

Performance Indicators

	<u>Actual</u> <u>2001-02</u>	<u>Estimated</u> <u>2002-03</u>	<u>Budget</u> <u>2002-03</u>	<u>Budget</u> <u>2003-04</u>
DEMAND				
Provisional Positions	272	225	180	180
Civil Service and job applications received	12,203	8,931	10,500	10,500
WORKLOAD				
Civil Service list certifications	144	170	200	200
Examinations administered	62	90	70	83
Specifications developed or revised	56	25	20	50

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>2001-02</u>	<u>Estimated</u> <u>2002-03</u>	<u>Budget</u> <u>2002-03</u>	<u>Budget</u> <u>2003-04</u>
DEMAND				
Grievances filed	107	93	80	80
WORKLOAD				
Contracts negotiated	4	5	3	2
Grievances resolved pre-arbitration	70	80	70	82
Grievances requiring arbitration	7	12	20	18

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>2001-02</u>	<u>Estimated</u> <u>2002-03</u>	<u>Budget</u> <u>2002-03</u>	<u>Budget</u> <u>2003-04</u>
DEMAND				
Number of positions requisitioned	499	759	800	800

ADMINISTRATION
BUREAU OF HUMAN RESOURCE MANAGEMENT

Performance Indicators

	<u>Actual</u> <u>2001-02</u>	<u>Estimated</u> <u>2002-03</u>	<u>Budget</u> <u>2002-03</u>	<u>Budget</u> <u>2003-04</u>
WORKLOAD				
Job recruitments conducted:				
● Postings	42	59	80	80
● Advertisements	<u>73</u>	<u>87</u>	<u>100</u>	<u>100</u>
Total	115	146	180	180
 Median calendar days required to fill positions requisitioned	 40	 35	 35	 48
RESULTS				
Affirmative Action new hires:				
● percent females	17.0	30.0	36.0	35.0
● percent minority	38.0	40.0	36.0	39.0
Affirmative Action workforce participation:				
● percent females	27.6	29.0	28.0	28.0
● percent minority	26.6	28.0	28.0	27.5
Number of requisitioned positions filled	429	401	700	700

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.

Performance Indicators

	<u>Actual</u> <u>2001-02</u>	<u>Estimated</u> <u>2002-03</u>	<u>Budget</u> <u>2002-03</u>	<u>Budget</u> <u>2003-04</u>
DEMAND				
Provisional Positions	272	225	180	180
 WORKLOAD				
Examinations developed locally	16	11	11	8

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 | |

ADMINISTRATION
BUREAU OF HUMAN RESOURCE MANAGEMENT

Performance Indicators

	Actual <u>2001-02</u>	Estimated <u>2002-03</u>	Budget <u>2002-03</u>	Budget <u>2003-04</u>
DEMAND				
Benefits inquiries	14,099	15,000	14,500	14,500
Health Care Plans available	7	7	7	9
Health Plans groups	83	92	91	92
Personal injury accidents	347	291	359	351
Motor vehicle accidents	132	111	170	160
WORKLOAD				
Benefits inquiries responses	14,099	15,000	14,500	14,500
OSHA recordable accident reports processed	255	210	258	253
Motor vehicle accident reports completed	132	111	170	160
Motor vehicle accidents:				
• Preventable	73	60	92	86
• Non-preventable	59	51	78	74
RESULTS				
Accident rate per 100 non-uniformed employees:				
• Personal injury (percent)	19	16	19	19
• Motor vehicle (percent)	7	6	9	9
Percent of personal injury accidents judged OSHA recordable (percent)	73	72	72	72
Percent of motor vehicle accidents judged preventable (percent)	55	54	54	54

OSHA - Occupational Safety and Health Administration

INFORMATION SERVICES

Information Services maintains central personnel records. It enters personnel transactions into the automated Personnel/Payroll System that controls payroll, time banks, salary payroll deductions, and benefits. The activity produces specialized personnel management reports for City departments.

Program Change

This activity is eliminated in 2003-04, its staff and functions are incorporated into the Administration activity.

HEALTH & SAFETY

This activity coordinates the City's safety function. It also coordinates case management of employees on work-related injury leave.

Program Change

This activity is eliminated in 2003-04. Reporting pertaining to OSHA and data on motor vehicle accidents will be maintained by the Benefits activity.

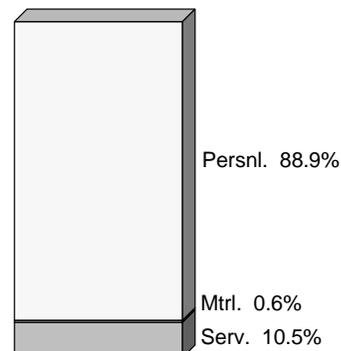
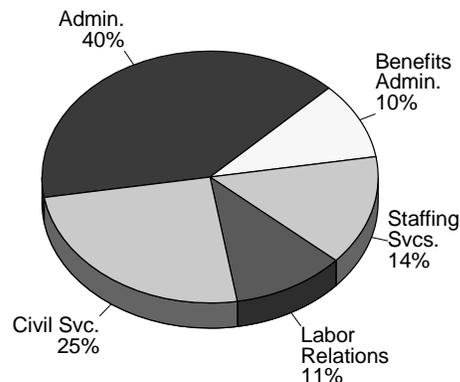
ADMINISTRATION
BUREAU OF HUMAN RESOURCE MANAGEMENT
EXPENDITURE SUMMARY

3-21

	Actual <u>2001-02</u>	Estimated <u>2002-03</u>	Amended <u>2002-03</u>	Approved <u>2003-04</u>
Appropriation by Major Object				
Personnel Expenses	1,673,400	1,817,300	1,809,100	1,839,900
Materials & Supplies	7,400	9,000	12,300	13,300
Services	170,300	200,400	206,400	216,600
Other	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	1,851,100	2,026,700	2,027,800	2,069,800

Appropriation by Activity				
Administration	526,700	535,600	607,500	833,500
Civil Service	261,000	260,100	221,700	373,900
Labor Relations	163,600	173,800	154,500	234,700
Staffing Services	262,100	358,600	295,100	299,800
Exam Services	197,000	257,800	266,100	137,400
Benefits Administration	171,300	202,800	232,600	190,500
Information Services	138,100	133,300	130,800	0
Health & Safety	111,900	104,700	119,500	0
Summer Program	<u>19,400</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	1,851,100	2,026,700	2,027,800	2,069,800

Employee Years by Activity				
Administration	9.3	8.6	9.7	13.7
Civil Service	5.0	4.0	3.8	7.2
Labor Relations	2.3	3.0	2.7	4.0
Staffing Services	6.3	8.2	7.1	7.8
Exam Services	3.7	4.0	4.5	3.4
Benefits Administration	3.4	5.5	6.1	4.9
Information Services	3.0	3.0	3.0	0.0
Health & Safety	2.5	2.5	3.1	0.0
Summer Program	<u>0.4</u>	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>
Total	35.9	38.8	40.0	41.0



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 2002-03							Approved 2003-04	
36	Assistant to the Mayor	0.5	0							
35	Director of Human Resource Management	0	1	1						
32	Assistant Director of Human Resource Management	1	1	1						
32	Manager of Labor Relations	1	1		1					
30	Affirmative Action Officer	1	0							
30	Diversity Coordinator	0	1	1						
30	Manager of Administrative Services	1	0							
26	Human Resource Coordinator	1	1				1			
26	Labor Relations Specialist	1	1		1					
24	Associate Personnel Analyst	3	1		1					
24	Senior Administrative Analyst	1	1	1						
23	Senior Human Resource Consultant	1	4		2		1	1		
21	Human Resource Consultant	4	0							
20	Administrative Analyst	0	1	1						
20	Computer Programmer	1	1	1						
20	Senior Personnel Analyst	1	1					1		
18	Human Resource Specialist	0	3			2	1			
18	Human Resources Specialist Bilingual	1	1			1				
18	Municipal Assistant	1	1	1						
16	Administrative Assistant	1	0							
16	Research Assistant	1	0							
15	Confidential Secretary	0	1	1						
15	Secretary to Director of Human Resource Management	1	1	1						
13	Confidential Secretary	1	0							
12	Human Resource Associate	2	2		1		1			
9	Clerk II Bilingual	1	1				1			
9	Clerk II with Typing	3	4	2		1		1		
7	Clerk III	1	0							
7	Clerk III with Typing	6	7	1	2		2	2		
6	Receptionist Typist	1	1	1						
EMPLOYEE YEARS										
Full Time			37.5	37.0	13.0	5.0	4.0	8.0	2.0	5.0
Overtime			1.3	0.8	0.0	0.8	0.0	0.0	0.0	0.0
Part Time, Temporary, Seasonal			2.0	4.0	1.0	1.5	0.0	0.0	1.5	0.0
Less: Vacancy Allowance			0.8	0.8	0.3	0.1	0.0	0.2	0.1	0.1
Total			40.0	41.0	13.7	7.2	4.0	7.8	3.4	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 2003-04 work plan includes the following:

Objective	R2010 Campaigns Supported	Projected Completion
Conduct feasibility study of a computer database/work order tracking system for bureau projects	#7 - Quality Service	Fourth Quarter

Year-to-Year Comparison

	<u>2002-03</u>	<u>2003-04</u>	<u>Change</u>
Budget	705,800	746,000	40,200
Employee Years	12.0	13.0	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>
24,700	0	-1,900	0	0	17,400	40,200

Major Change

A temporary Graphic Designer position is added to provide support for special projects	39,200
Professional fees are reduced due to budget constraints	-7,900
Photographic supplies, equipment maintenance and repair funding, and other miscellaneous items reduced due to budget constraints	-13,900

INFORMATION AND GRAPHIC SERVICES

The Information and Graphic Services unit manages the Bureau and is responsible for distributing information to the public and press. 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.

Program Change

Responsibility for management of programming for the City's government access channel has changed from the Photographic and Video Services activity to the Information and Graphic Services unit.

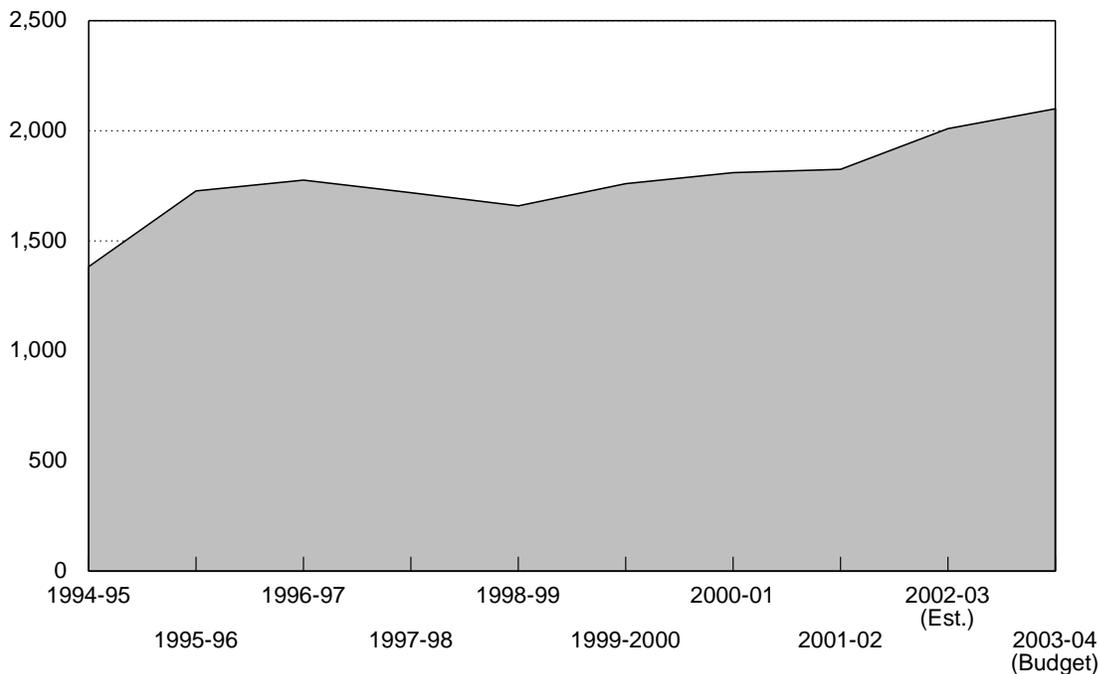
The unit's workload will include several major graphics projects: Human Rights Campaign, Fast Ferry, Centers at High Falls, Center City Signage Project, and Charlotte Identity. A temporary Graphic Designer position is added to provide support for these projects.

ADMINISTRATION
BUREAU OF COMMUNICATIONS

Performance Indicators

	<u>Actual</u> <u>2001-02</u>	<u>Estimated</u> <u>2002-03</u>	<u>Budget</u> <u>2002-03</u>	<u>Budget</u> <u>2003-04</u>
DEMAND				
Major promotional campaign requests	38	60	39	45
Freedom of Information applications	1,826	2,010	1,900	2,100
News release requests	536	710	500	650
Press conference and briefing requests	106	101	75	90
Graphics projects requested:				
• Large (16 hours or more)	42	38	35	42
• Medium (5-15 hours)	298	260	225	300
• Small (1-4 hours)	<u>40</u>	<u>75</u>	<u>160</u>	<u>250</u>
Total	380	373	420	592
WORKLOAD				
Major promotional campaigns designed	38	60	39	45
Freedom of Information applications processed	1,826	2,010	1,900	2,100
News releases prepared	536	710	500	650
Press conferences and briefings scheduled	106	101	75	90
Graphics projects produced	380	350	420	592

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.

ADMINISTRATION
BUREAU OF COMMUNICATIONS

3-25

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.

Program Change

The responsibilities of this activity have been updated to reflect the changing nature of technical services available. The unit will continue to manage the recording of City-related television news clips. Responsibility for management of programming for the City's government access channel is transferred to the Information and Graphic Services unit.

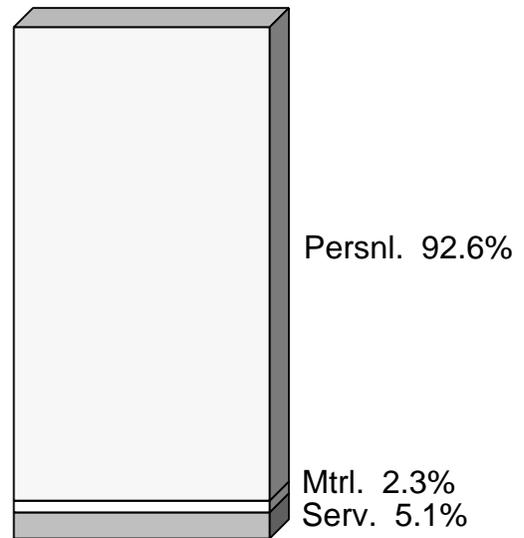
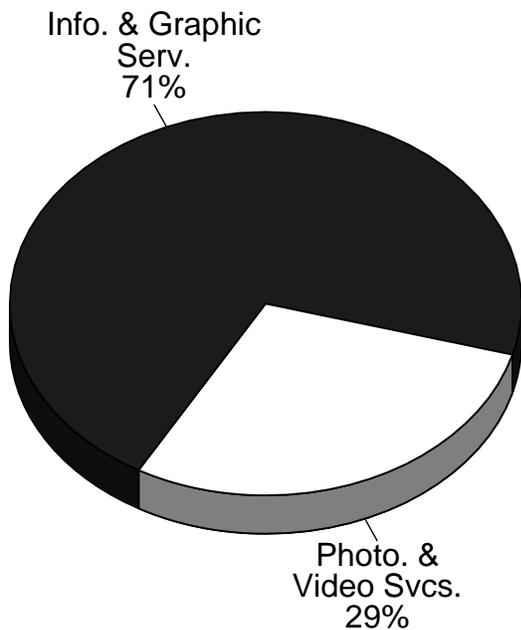
Performance Indicators

	<u>Actual</u> 2001-02	<u>Estimated</u> 2002-03	<u>Budget</u> 2002-03	<u>Budget</u> 2003-04
DEMAND				
Conventional Photography:				
● Requests for prints	7,250	7,200	7,200	7,100
● Requests for slides	5,000	3,000	N/A	1,000
● Requests for photography	439	440	440	440
Digital Photography:				
● Requests for prints	475	500	275	525
● Requests for scans	2,650	2,900	N/A	3,300
Computer presentations requested of:				
● Photo Unit	N/A	42	N/A	45
● Video Unit	N/A	6	N/A	10
Audio/video recording assignments	N/A	60	N/A	60
Audio/video production requests	N/A	36	N/A	40
City 12 bulletin board posting requests	N/A	624	N/A	700
Audio/video equipment set up requests	N/A	156	N/A	160
Audio/video duplication requests	N/A	275	N/A	300
City-related television news clips	N/A	58,800	N/A	60,000
WORKLOAD				
Conventional Photography:				
● Prints made	7,250	7,200	7,200	7,100
● Slides made	5,000	3,000	2,000	1,000
● Photographic assignments completed	439	440	440	440
Digital Photography:				
● Prints made	475	500	500	525
● Scans made	2,650	2,900	3,100	3,300
Computer presentations produced by:				
● Photo Unit	N/A	42	N/A	45
● Video Unit	N/A	6	N/A	10
Audio/video recording assignments completed	N/A	60	N/A	60
Audio/video productions completed	N/A	36	N/A	40
City 12 bulletin board postings	N/A	208	N/A	208
Audio/video equipment setups completed	N/A	156	N/A	160
Audio/video duplications made	N/A	275	N/A	300
City-related news clips recorded	N/A	58,800	N/A	58,800

N/A - Not Applicable

ADMINISTRATION
BUREAU OF COMMUNICATIONS
EXPENDITURE SUMMARY

	Actual <u>2001-02</u>	Estimated <u>2002-03</u>	Amended <u>2002-03</u>	Approved <u>2003-04</u>
Appropriation by Major Object				
Personnel Expenses	597,269	628,900	626,900	690,800
Materials & Supplies	20,587	19,900	21,800	17,400
Services	73,626	56,800	57,100	37,800
Other	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	691,482	705,600	705,800	746,000
Appropriation by Activity				
Information and Graphic Services	474,022	479,600	485,300	528,900
Photographic and Video Services	<u>217,460</u>	<u>226,000</u>	<u>220,500</u>	<u>217,100</u>
Total	691,482	705,600	705,800	746,000
Employee Years by Activity				
Information and Graphic Services	8.6	8.0	8.0	9.0
Photographic and Video Services	<u>3.8</u>	<u>4.0</u>	<u>4.0</u>	<u>4.0</u>
Total	12.4	12.0	12.0	13.0



ADMINISTRATION
BUREAU OF COMMUNICATIONS
PERSONNEL SUMMARY

FULL TIME POSITIONS				Information & Graphic Services	Photographic & Video Services
Br.	Title	Budget 2002-03	Approved 2003-04		
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	1.0	2.0	2.0	0.0
	Less: Vacancy Allowance	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>
	Total	12.0	13.0	9.0	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>2002-03</u>	<u>2003-04</u>	<u>Change</u>
Budget	1,856,800	1,866,000	9,200
Employee Years	24.0	25.0	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>
33,400	3,900	0	0	0	-28,100	9,200

Program Change

Legal support for Neighborhood Empowerment Team enhanced during 2002-03. Legal services to the Rochester City School District are discontinued.

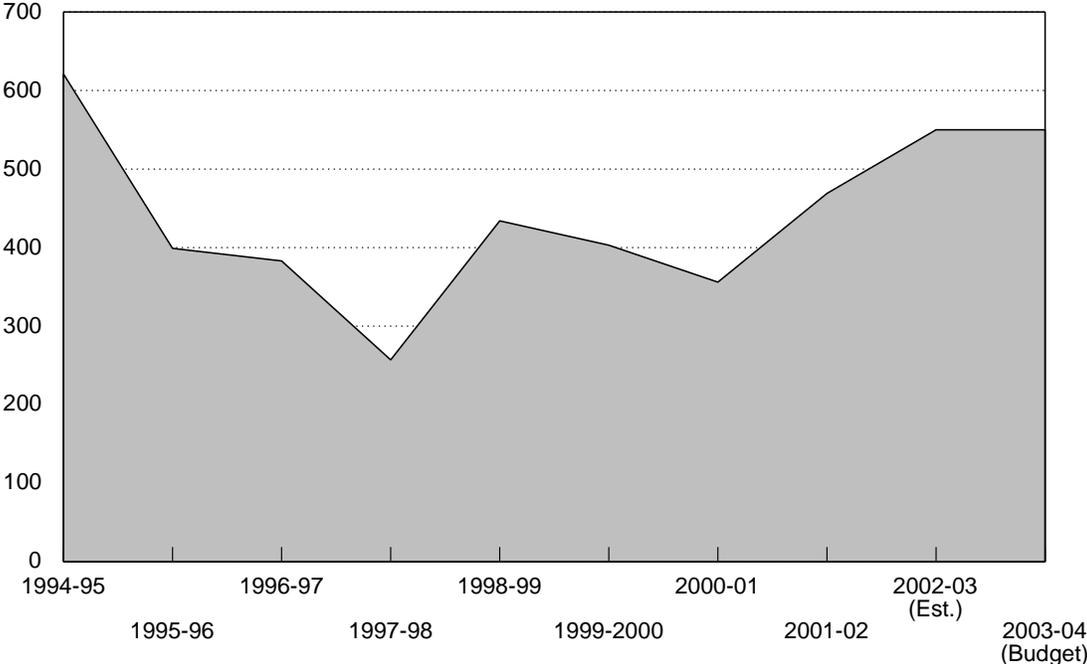
Major Change

Funding for contractual legal services reduced due to budget constraints	-16,600
One time allotment for office reconstruction eliminated	-5,000
Training funds reduced due to budget constraints	-2,300
Maintenance and repair allocation reduced due to budget constraints	-2,200
Productivity improvements result in savings	-2,000

Performance Indicators

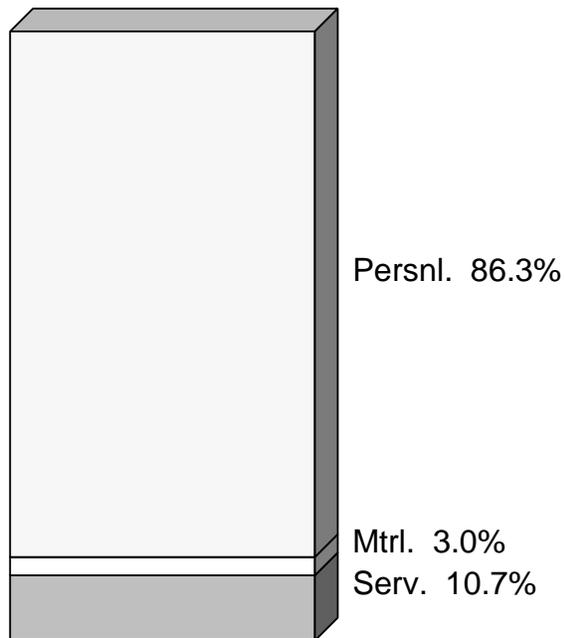
	<u>Actual 2001-02</u>	<u>Estimated 2002-03</u>	<u>Budget 2002-03</u>	<u>Budget 2003-04</u>
DEMAND				
Claims filed against City	478	525	550	525
WORKLOAD				
Trials and arbitrations	97	75	105	90
Appeals	19	15	35	25
Collection cases	133	280	160	260
Bankruptcies	134	200	130	180
Motions and discovery	354	350	330	350
Administrative contests	85	120	150	140
Freedom of Information Law reviews & appeals	469	550	400	550
Real estate closings	1,372	1,150	1,200	1,200
Legislative items drafted	472	460	450	450
Contracts drafted	71	110	80	100
Contracts, bonds, liens reviewed	838	840	800	800
Quality-of-life and nuisance abatement inquiries, cases, contests & reviews	168	180	180	180

Freedom of Information Reviews & Appeals



ADMINISTRATION
LAW DEPARTMENT
EXPENDITURE SUMMARY

	Actual <u>2001-02</u>	Estimated <u>2002-03</u>	Amended <u>2002-03</u>	Approved <u>2003-04</u>
Appropriation by Major Object				
Personnel Expenses	1,519,300	1,482,100	1,577,400	1,610,800
Materials & Supplies	50,100	59,300	59,300	55,100
Services	196,800	220,100	220,100	200,100
Other	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	1,766,200	1,761,500	1,856,800	1,866,000
Appropriation by Activity				
Legal Services	1,766,200	1,761,500	1,856,800	1,866,000
Employee Years by Activity				
Legal Services	24.0	24.0	24.0	25.0



ADMINISTRATION
LAW DEPARTMENT
PERSONNEL SUMMARY

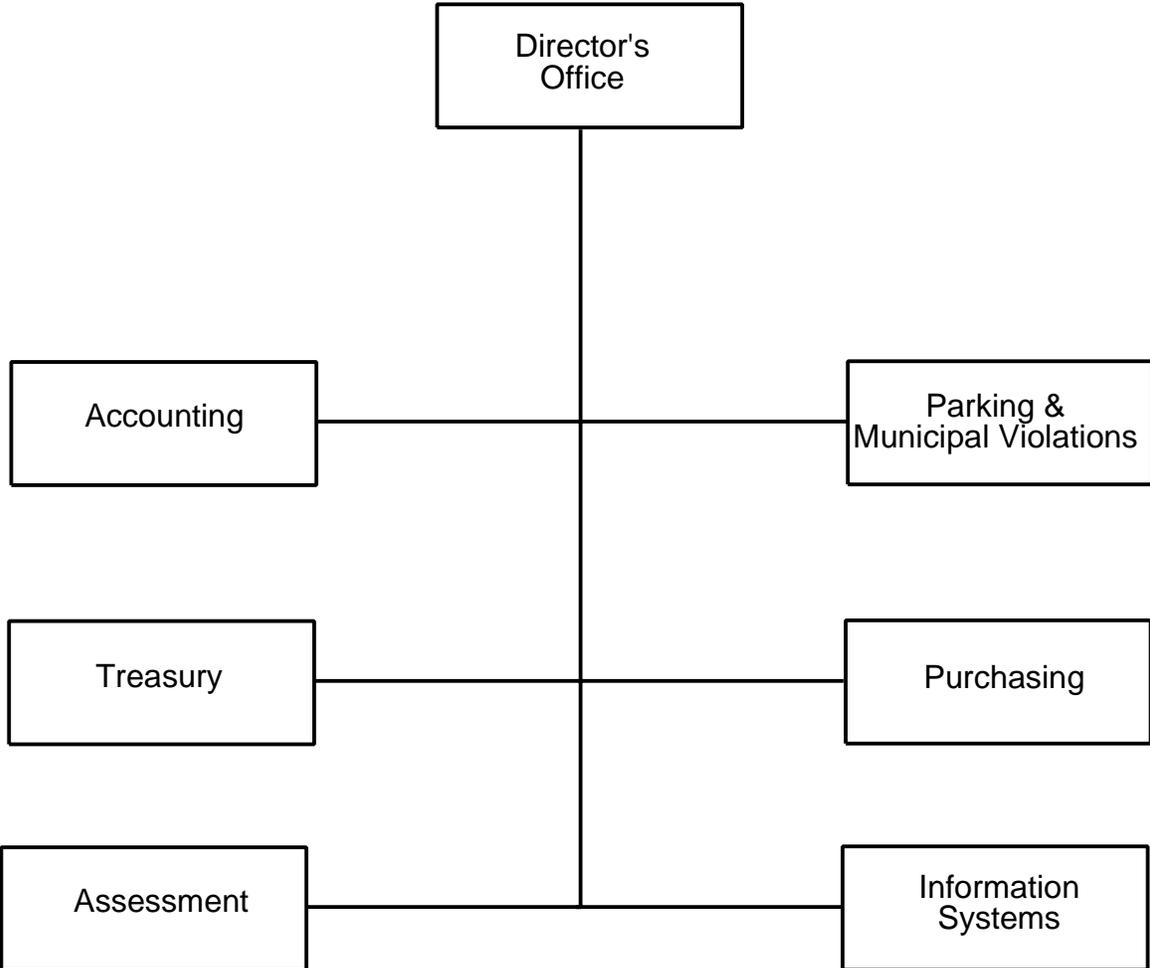
FULL TIME POSITIONS			
Br.	Title	Budget 2002-03	Approved 2003-04
36	Corporation Counsel	1	1
34	Municipal Attorney IV	1	1
32	Municipal Attorney III	10	9
29	Municipal Attorney II	1	2
25	Municipal Attorney I	1	2
20	Assistant to Corporation Counsel	1	1
20	Legal Asst./Claims Investigator	1	1
20	Legal Asst./Collections/Foreclosures	1	1
20	Legal Asst./Real Estate	3	3
11	Senior Legal Secretary	2	2
9	Legal Secretary	2	2
EMPLOYEE YEARS			
	Full Time	24.0	25.0
	Overtime	0.0	0.0
	Part Time, Temporary, Seasonal	0.0	0.0
	Less: Vacancy Allowance	<u>0.0</u>	<u>0.0</u>
	Total	24.0	25.0

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.



Highlights of the Department's 2003-04 work program are presented below. Additional information for each bureau is included in the sections that follow.

Bureau	Highlights	R2010 Campaigns Supported	Projected Completion
Accounting	Prepare Comprehensive Annual Report for 2002-03 in accordance with national public sector accounting standards	#7 - Quality Service	Second Quarter
Assessment	Conduct a city-wide revaluation of all properties	#6 - Economic Vitality #7 - Quality Service #9 - Healthy Urban Neighborhoods	Fourth Quarter

Year-to-Year Comparison

Bureau	Budget 2002-03	Budget 2003-04	Change	Percent Change
Director's Office	641,900	601,500	-40,400	-6.3%
Accounting	869,100	886,400	17,300	2.0%
Treasury	1,727,400	1,732,900	5,500	0.3%
Assessment	1,056,000	1,221,600	165,600	15.7%
Parking & Municipal Violations	828,000	826,200	-1,800	-0.2%
Purchasing	811,600	805,600	-6,000	-0.7%
Information Systems	<u>2,342,700</u>	<u>2,490,000</u>	<u>147,300</u>	6.3%
Total	8,276,700	8,564,200	287,500	3.5%
Less: Intrafund Credit	<u>1,000,200</u>	<u>984,500</u>	<u>-15,700</u>	-1.6%
Total	7,276,500	7,579,700	303,200	4.2%
Employee Years	140.3	142.2	1.9	1.4%

Change Detail

Salary & Wage Adjustment	General Inflation	Chargebacks	Vacancy Allowance	Miscellaneous	Major Change	Total
213,300	19,500	-12,800	0	400	82,800	303,200

Major Change

A city-wide revaluation of all properties will occur	204,000
New network equipment, mainframe software, and Internet use increase maintenance and support costs	112,100
Reductions are made in seasonal personnel, services, and supplies due to budget constraints	-97,600
Preliminary phase for a revaluation completed in 2002-03	-62,200
A New York State records management grant concludes	-40,000
Debt issuance support costs decrease based on projected need	-14,000

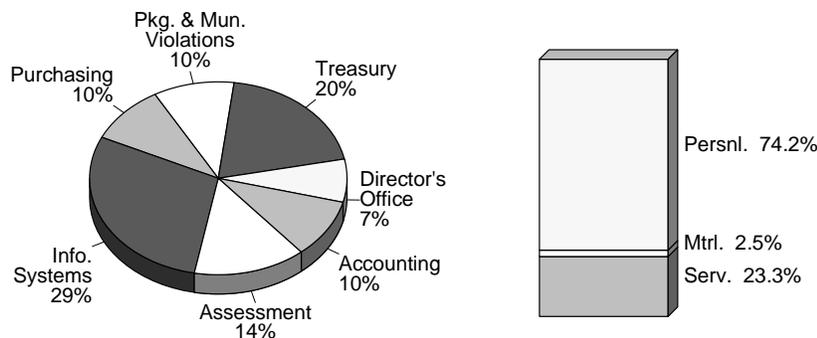
DEPARTMENT OF FINANCE
EXPENDITURE SUMMARY

	Actual <u>2001-02</u>	Estimated <u>2002-03</u>	Amended <u>2002-03</u>	Approved <u>2003-04</u>
Appropriation by Major Object				
Personnel Expenses	5,834,793	5,918,600	6,107,400	6,356,900
Materials & Supplies	182,895	184,100	217,200	211,000
Services	1,618,337	1,876,700	1,952,100	1,996,300
Other	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	7,636,025	7,979,400	8,276,700	8,564,200
Less: Intrafund Credit*	<u>707,114</u>	<u>1,000,200</u>	<u>1,000,200</u>	<u>984,500</u>
Total	6,928,911	6,979,200	7,276,500	7,579,700

Appropriation by Activity				
Director's Office	508,716	622,800	641,900	601,500
Accounting	840,157	857,400	869,100	886,400
Treasury	1,606,228	1,695,400	1,727,400	1,732,900
Assessment	941,200	1,004,000	1,056,000	1,221,600
Parking & Municipal Violations	671,158	778,600	828,000	826,200
Purchasing	758,107	783,300	811,600	805,600
Information Systems	<u>2,310,459</u>	<u>2,237,900</u>	<u>2,342,700</u>	<u>2,490,000</u>
Total	7,636,025	7,979,400	8,276,700	8,564,200
Less: Intrafund Credit*	<u>707,114</u>	<u>1,000,200</u>	<u>1,000,200</u>	<u>984,500</u>
Total	6,928,911	6,979,200	7,276,500	7,579,700

Employee Years by Activity				
Director's Office	8.1	8.3	9.0	9.0
Accounting	18.2	17.5	18.2	18.0
Treasury	25.7	24.6	24.9	24.2
Assessment	20.0	20.7	20.6	22.4
Parking & Municipal Violations	16.8	16.4	17.1	17.1
Purchasing	13.1	13.3	13.3	13.3
Information Systems	<u>35.2</u>	<u>36.0</u>	<u>37.2</u>	<u>38.2</u>
Total	137.1	136.8	140.3	142.2

*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>2002-03</u>	<u>2003-04</u>	<u>Change</u>
Budget	641,900	601,500	-40,400
Employee Years	9.0	9.0	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>
14,800	2,200	1,000	0	0	-58,400	-40,400

Major Change

A New York State records management grant concludes	-40,000
Debt issuance support costs decrease based on projected need	-14,000
Productivity improvements result in savings	-2,500
Services and supplies are reduced due to budget constraints	-1,900

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 2001-02</u>	<u>Estimated 2002-03</u>	<u>Budget 2002-03</u>	<u>Budget 2003-04</u>
DEMAND				
Outstanding debt (\$000)	345,380	335,784	345,380	336,133
Federal construction contracts	6	3	5	5
Non-Federal construction contracts	282	332	414	314
WORKLOAD				
Bond and note sales	3	4	4	4
Bond and note sales value (\$000)	176,665	188,184	184,449	216,355
Construction payment applications reviewed	2,022	2,108	1,817	2,239
RESULTS				
Federal construction contracts				
• M/WBE sub-contracts	18	9	15	15
Non-Federal construction contracts				
• M/WBE prime contracts	4	2	5	4
• M/WBE sub-contracts	79	249	285	276

RECORDS MANAGEMENT

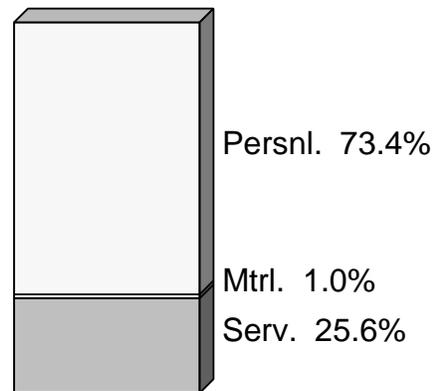
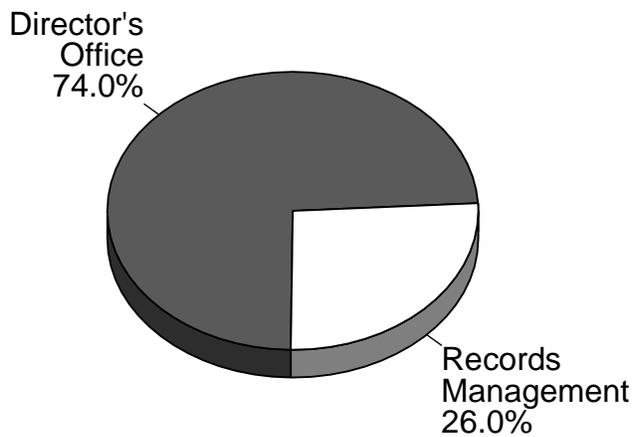
Records Management stores and retrieves City records. It also conducts record and file inventories, microfilms relevant records, and purges duplicate or redundant records and those that conform to the disposal schedules of the New York State Education Department.

Performance Indicators

	<u>Actual 2001-02</u>	<u>Estimated 2002-03</u>	<u>Budget 2002-03</u>	<u>Budget 2003-04</u>
DEMAND				
Record retrieval requests	1,491	1,422	1,600	1,550
WORKLOAD				
Records disposed - cu. ft.	802	918	1,000	1,000
Images microfilmed (000)	571.3	918.0	800.0	700.0
Record retrieval requests completed	1,426	1,349	1,600	1,500

DEPARTMENT OF FINANCE
DIRECTOR'S OFFICE
EXPENDITURE SUMMARY

	Actual <u>2001-02</u>	Estimated <u>2002-03</u>	Amended <u>2002-03</u>	Approved <u>2003-04</u>
Appropriation by Major Object				
Personnel Expenses	404,908	419,400	426,500	441,300
Materials & Supplies	31,361	5,700	6,600	6,200
Services	72,447	197,700	208,800	154,000
Other	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	508,716	622,800	641,900	601,500
Appropriation by Activity				
Director's Office	369,484	444,900	451,400	445,000
Records Management	<u>139,232</u>	<u>177,900</u>	<u>190,500</u>	<u>156,500</u>
Total	508,716	622,800	641,900	601,500
Employee Years by Activity				
Director's Office	5.1	5.0	5.2	5.2
Records Management	<u>3.0</u>	<u>3.3</u>	<u>3.8</u>	<u>3.8</u>
Total	8.1	8.3	9.0	9.0



DEPARTMENT OF FINANCE
DIRECTOR'S OFFICE
PERSONNEL SUMMARY

FULL TIME POSITIONS				Director's Office	Records Management
Br.	Title	Budget 2002-03	Approved 2003-04		
36	Director of Finance	1	1	1	
24	Contract Administrator	1	1	1	
24	Records Mgmt. Coordinator	1	1		1
20	Asst. Records Mgmt. Coordinator	1	1		1
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	0.8	0.0	0.8
	Less: Vacancy Allowance	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>
	Total	9.0	9.0	5.2	3.8

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 2003-04 work plan includes the following:

Objective	R2010 Campaigns Supported	Projected Completion
Prepare Comprehensive Annual Report for 2002-03 in accordance with national public sector accounting standards	#7 - Quality Service	Second Quarter

Year-to-Year Comparison

	<u>2002-03</u>	<u>2003-04</u>	<u>Change</u>
Budget	869,100	886,400	17,300
Employee Years	18.2	18.0	-0.2

Change Detail

Salary & Wage Adjustment	General Inflation	Chargebacks	Vacancy Allowance	Miscellaneous	Major Change	Total
28,800	100	-4,300	0	0	-7,300	17,300

Major Change

Seasonal help is eliminated due to budget constraints	-4,500
Services and supplies are reduced due to budget constraints	-2,700
Productivity improvements result in savings	-100

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>2001-02</u>	<u>Estimated</u> <u>2002-03</u>	<u>Budget</u> <u>2002-03</u>	<u>Budget</u> <u>2003-04</u>
DEMAND				
Transactions requested	93,816	93,300	91,700	93,300
WORKLOAD				
Vouchers audited and input	50,151	50,000	49,000	50,000
Appropriation transfers input	6,322	6,200	6,200	6,200
Account lines set up	5,245	5,200	5,200	5,200
Cash transactions input	22,220	22,000	21,400	22,000
Encumbrances set up	9,878	9,900	9,900	9,900

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>2001-02</u>	<u>Estimated</u> <u>2002-03</u>	<u>Budget</u> <u>2002-03</u>	<u>Budget</u> <u>2003-04</u>
DEMAND				
Payrolls Required	175	176	176	176
WORKLOAD				
Checks issued	130,533	129,277	133,000	130,000
Payrolls prepared	175	176	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

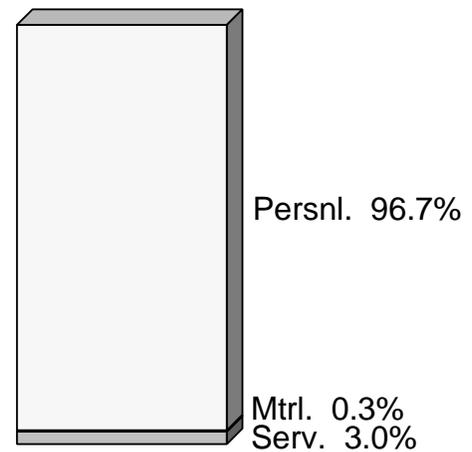
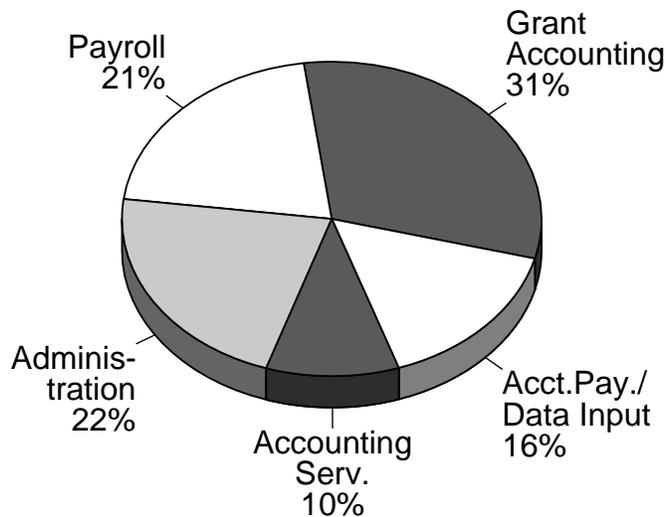
	<u>Actual</u> <u>2001-02</u>	<u>Estimated</u> <u>2002-03</u>	<u>Budget</u> <u>2002-03</u>	<u>Budget</u> <u>2003-04</u>
DEMAND				
Federal and New York State grants	94	95	95	95
Loan types	28	28	28	28
Residential property improvement loans serviced	552	530	550	500
In lieu of tax agreements	104	107	105	107
WORKLOAD				
Audits reviewed	11	12	11	12
Reports	559	558	560	560
Accounts receivable billings	9,306	8,900	9,400	8,900
Cash requests	1,690	1,100	1,350	1,100

**DEPARTMENT OF FINANCE
ACCOUNTING
EXPENDITURE SUMMARY**

	<u>Actual</u> <u>2001-02</u>	<u>Estimated</u> <u>2002-03</u>	<u>Amended</u> <u>2002-03</u>	<u>Approved</u> <u>2003-04</u>
Appropriation by Major Object				
Personnel Expenses	805,160	824,700	833,200	857,000
Materials & Supplies	2,615	3,000	3,000	3,000
Services	32,382	29,700	32,900	26,400
Other	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	840,157	857,400	869,100	886,400

Appropriation by Activity				
Administration	184,253	187,800	194,900	194,200
Accounting Services	79,694	85,000	84,500	84,800
Accounts Payable/Data Input	136,700	140,700	140,200	142,100
Payroll	187,259	185,500	190,800	188,900
Grant Accounting	<u>252,251</u>	<u>258,400</u>	<u>258,700</u>	<u>276,400</u>
Total	840,157	857,400	869,100	886,400

Employee Years by Activity				
Administration	2.0	2.0	2.0	2.0
Accounting Services	2.2	2.1	2.1	2.0
Accounts Payable/Data Input	4.0	3.9	4.1	4.0
Payroll	4.0	4.0	4.0	4.0
Grant Accounting	<u>6.0</u>	<u>5.5</u>	<u>6.0</u>	<u>6.0</u>
Total	18.2	17.5	18.2	18.0



DEPARTMENT OF FINANCE
ACCOUNTING
PERSONNEL SUMMARY

FULL TIME POSITIONS				Administration	Accounting Services	Accounts Payable/ Data Input	Payroll	Grant Accounting
Br.	Title	Budget 2002-03	Approved 2003-04					
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	5	6		1	1	1	3
18	Payroll Auditor	1	1				1	
17	Payroll Technician	1	1				1	
15	Accountant	3	2		1			1
11	Clerk I	0	1					1
9	Clerk II	1	1			1		
9	Clerk II with Typing	3	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	0.2	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	18.2	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>2002-03</u>	<u>2003-04</u>	<u>Change</u>
Budget	1,065,100	1,071,500	6,400
Employee Years	24.9	24.2	-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>
26,300	1,700	1,500	0	1,000	-24,100	6,400

Major Change

An on-call position supporting Cash Control is eliminated due to budget constraints	-17,400
Services and supplies are reduced due to budget constraints	-5,000
Productivity improvements result in savings	-1,700

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 2001-02</u>	<u>Estimated 2002-03</u>	<u>Budget 2002-03</u>	<u>Budget 2003-04</u>
DEMAND				
Average daily cash ledger balance (\$000)	243,361	235,000	242,000	237,000
WORKLOAD				
Average daily invested cash bank balance (\$000)	245,527	235,000	244,000	237,000

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 2001-02</u>	<u>Estimated 2002-03</u>	<u>Budget 2002-03</u>	<u>Budget 2003-04</u>
DEMAND				
Bills received for processing:				
● Tax bills	201,835	205,000	207,000	206,000
● Water bills	182,561	182,500	182,500	182,500
● Commercial refuse bills	7,181	7,500	7,500	7,500

Performance Indicators

	Actual <u>2001-02</u>	Estimated <u>2002-03</u>	Budget <u>2002-03</u>	Budget <u>2003-04</u>
WORKLOAD				
Cash disbursements	46,196	46,500	47,000	47,000
Payments processed:				
• Tax bills	201,835	205,000	207,000	206,000
• Water bills	182,561	182,500	182,500	182,500
• Commercial refuse bills	7,181	7,500	7,500	7,500
Development loan payments processed	6,594	6,700	7,100	6,800

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>2001-02</u>	Estimated <u>2002-03</u>	Budget <u>2002-03</u>	Budget <u>2003-04</u>
DEMAND				
Tax accounts	67,364	67,300	67,500	67,300
Delinquent tax accounts	9,622	9,299	9,100	9,200
Prior years tax agreements	535	550	625	600
Requests for new tax agreements	236	250	300	250
WORKLOAD				
Tax adjustments made	1,930	1,900	1,600	1,915
Foreclosure notices mailed	3,319	3,214	3,400	3,300
Tax agreement applications	236	250	300	250
RESULTS				
Tax agreements processed	236	250	300	250
City initiated foreclosures	293	253	320	250
Actual foreclosure sales	293	253	320	250
Defaulted tax agreements	32	36	40	40
Properties redeemed before foreclosure	1,982	2,157	2,000	2,150

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

	Actual <u>2001-02</u>	Estimated <u>2002-03</u>	Budget <u>2002-03</u>	Budget <u>2003-04</u>
DEMAND				
Outgoing mail (000)	1,054	1,002	1,064	1,052
Incoming mail (000)	195	195	195	195
Interdepartmental mail (000)	260	260	260	260
WORKLOAD				
Items sorted, classed, and dispatched (000)	1,509	1,457	1,588	1,507

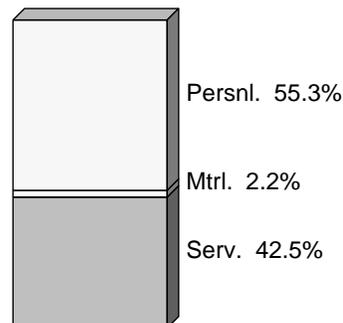
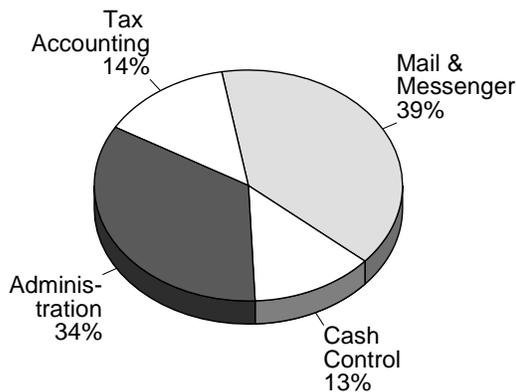
Chargebacks

<u>Department/Bureau</u>	<u>2002-03</u>	<u>2003-04</u>	<u>Department/Bureau</u>	<u>2002-03</u>	<u>2003-04</u>
CITY COUNCIL & CLERK	10,300	10,400	ECONOMIC DEVELOPMENT		
ADMINISTRATION			Administration	11,100	11,200
Mayors Office	8,700	8,700	Municipal Parking	<u>400</u>	<u>400</u>
Pathways to Peace	800	800	TOTAL:	11,500	11,600
Special Projects	2,700	2,700	ENVIRONMENTAL SERVICES		
Audit	100	100	Commissioner	154,700	155,700
NET	49,600	50,000	Engineering	5,300	5,300
Budget	500	500	Operations	2,300	2,400
Human Resource Mgt.	17,100	17,300	Water & Lighting	2,700	2,700
Communications	2,900	3,000	Equipment Services	<u>200</u>	<u>200</u>
Law	<u>7,000</u>	<u>7,100</u>	TOTAL:	165,200	166,300
TOTAL:	89,400	90,200	EMERGENCY COMMUNICATIONS		
FINANCE				3,100	3,100
Director's Office	2,700	2,700	POLICE		
Accounting	6,000	6,000		68,600	69,100
Treasury	74,000	74,600	FIRE		
Assessment	71,500	67,000		2,100	2,100
Parking & Municipal Violations	77,800	78,300	PARKS, RECREATION AND HUMAN SERVICES		
Purchasing	16,800	16,900	Commissioner	3,300	3,300
Information Systems	<u>500</u>	<u>500</u>	Parks & Recreation	4,800	7,300
TOTAL:	249,300	246,000	Special Services	7,700	10,300
COMMUNITY DEVELOPMENT			Human Services	<u>12,500</u>	<u>12,600</u>
Commissioner	3,200	3,200	TOTAL:	28,300	33,500
Neighborhood Initiatives	800	800	CITY TOTAL		
Buildings & Zoning	22,300	22,500		670,600	675,400
Housing & Project Dev.	13,100	13,200	Interfund	8,300	14,000
Planning	<u>3,400</u>	<u>3,400</u>	Intrafund	662,300	661,400
TOTAL:	42,800	43,100	CITY TOTAL	670,600	675,400

DEPARTMENT OF FINANCE
TREASURY
EXPENDITURE SUMMARY

	<u>Actual</u> <u>2001-02</u>	<u>Estimated</u> <u>2002-03</u>	<u>Amended</u> <u>2002-03</u>	<u>Approved</u> <u>2003-04</u>
Appropriation by Major Object				
Personnel Expenses	911,438	926,300	947,400	958,800
Materials & Supplies	29,355	32,400	40,000	38,000
Services	665,435	736,700	740,000	736,100
Other	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	1,606,228	1,695,400	1,727,400	1,732,900
Less: Intrafund Credit*	<u>385,914</u>	<u>662,300</u>	<u>662,300</u>	<u>661,400</u>
Total	1,220,314	1,033,100	1,065,100	1,071,500
Appropriation by Activity				
Administration	532,580	575,600	578,800	583,000
Cash Control	280,565	276,400	228,300	223,300
Tax Accounting	170,615	181,600	244,600	251,200
Mail and Messenger Service	<u>622,468</u>	<u>661,800</u>	<u>675,700</u>	<u>675,400</u>
Total	1,606,228	1,695,400	1,727,400	1,732,900
Less: Intrafund Credit*	<u>385,914</u>	<u>662,300</u>	<u>662,300</u>	<u>661,400</u>
Total	1,220,314	1,033,100	1,065,100	1,071,500
Employee Years by Activity				
Administration	7.3	6.8	7.1	7.1
Cash Control	8.0	7.4	7.3	6.7
Tax Accounting	6.7	7.1	7.1	7.1
Mail and Messenger Service	<u>3.7</u>	<u>3.3</u>	<u>3.4</u>	<u>3.3</u>
Total	25.7	24.6	24.9	24.2

*Reflects chargeback for postage



DEPARTMENT OF FINANCE
TREASURY
PERSONNEL SUMMARY

FULL TIME POSITIONS				Administration	Cash Control	Tax Accounting	Mail & Messenger Service
Br.	Title	Budget 2002-03	Approved 2003-04				
33	City Treasurer	1	1	1			
28	Deputy Treasurer	1	1	1			
24	Sr. Administrative Analyst	1	1	1			
20	Senior Accountant	3	3	2		1	
18	Head Cashier	1	1		1		
16	Administrative Assistant	1	0				
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	1	2	1		1	
12	Mailroom Coordinator	1	1				1
12	Resource Collector	2	2			2	
9	Clerk II	1	0				
9	Clerk II with Typing	1	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		1.0	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		24.9	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.

The 2003-04 work plan includes the following:

Objective	R2010 Campaigns Supported	Projected Completion
Conduct a city-wide revaluation of all properties	#6 - Economic Vitality #7 - Quality Service #9 - Healthy Urban Neighborhoods	Fourth Quarter

Year-to-Year Comparison

	<u>2002-03</u>	<u>2003-04</u>	<u>Change</u>
Budget	1,056,000	1,221,600	165,600
Employee Years	20.6	22.4	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>
28,600	1,000	-3,700	0	-2,100	141,800	165,600

Major Change

A city-wide revaluation of all properties will occur	204,000
Preliminary phase for a revaluation completed in 2002-03	-62,200

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.

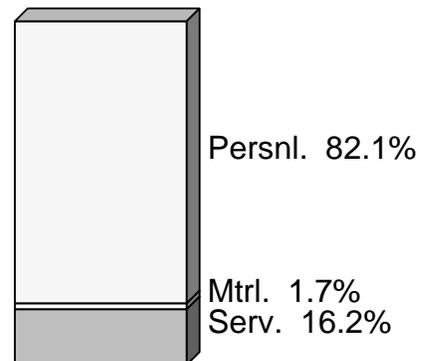
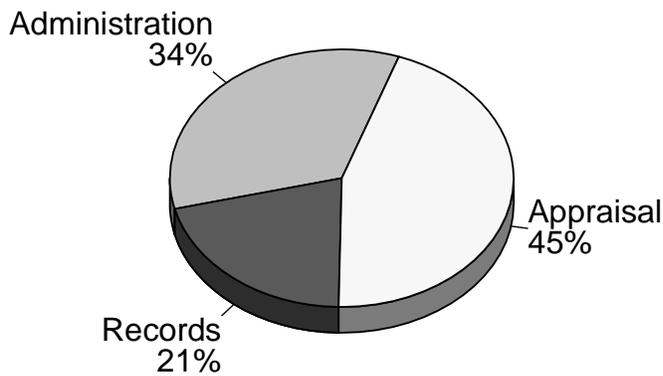
DEPARTMENT OF FINANCE
ASSESSMENT

Performance Indicators

	Actual <u>2001-02</u>	Estimated <u>2002-03</u>	Budget <u>2002-03</u>	Budget <u>2003-04</u>
DEMAND				
Properties in City	67,364	67,350	67,500	67,300
WORKLOAD				
Owner requests for review	1,872	1,775	2,000	7,800
Reviews performed:				
● Sales	4,482	4,000	2,500	1,500
● Building permits	4,704	4,400	4,400	4,400
● Exemptions (new and renewal)	14,291	15,000	16,000	16,000
Revaluation Related:				
● Data entry on City properties	7,842	6,500	7,000	4,400
● Notices and Letters	51,542	111,000	122,000	122,500

DEPARTMENT OF FINANCE
ASSESSMENT
EXPENDITURE SUMMARY

	<u>Actual</u> <u>2001-02</u>	<u>Estimated</u> <u>2002-03</u>	<u>Amended</u> <u>2002-03</u>	<u>Approved</u> <u>2003-04</u>
Appropriation by Major Object				
Personnel Expenses	873,934	874,300	919,700	1,003,500
Materials & Supplies	9,540	11,000	14,200	19,700
Services	57,726	118,700	122,100	198,400
Other	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	941,200	1,004,000	1,056,000	1,221,600
Appropriation by Activity				
Administration	248,744	316,900	325,100	412,300
Records	188,106	195,900	197,800	259,500
Appraisal	<u>504,350</u>	<u>491,200</u>	<u>533,100</u>	<u>549,800</u>
Total	941,200	1,004,000	1,056,000	1,221,600
Employee Years by Activity				
Administration	3.0	3.1	3.1	3.1
Records	6.9	7.1	7.0	8.7
Appraisal	<u>10.1</u>	<u>10.5</u>	<u>10.5</u>	<u>10.6</u>
Total	20.0	20.7	20.6	22.4



DEPARTMENT OF FINANCE
ASSESSMENT
PERSONNEL SUMMARY

FULL TIME POSITIONS				Administration	Records	Appraisal
Br.	Title	Budget 2002-03	Approved 2003-04			
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	0	1		1	
11	Secretary	1	1	1		
9	Clerk II	1	0			
7	Clerk III w/Typing	4	4		4	
EMPLOYEE YEARS						
	Full Time	18.0	18.0	3.0	5.0	10.0
	Overtime	0.9	1.2	0.1	0.5	0.6
	Part Time, Temporary, Seasonal	1.7	3.2	0.0	3.2	0.0
	Less: Vacancy Allowance	0.0	0.0	0.0	0.0	0.0
	Total	20.6	22.4	3.1	8.7	10.6

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>2002-03</u>	<u>2003-04</u>	<u>Change</u>
Budget	828,000	826,200	-1,800
Employee Years	17.1	17.1	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>
25,700	1,800	-15,300	0	1,500	-15,500	-1,800

Major Change

Supplies and services are reduced due to budget constraints	-8,700
Hearing hours expense is reduced based on usage	-6,000
Productivity improvements result in savings	-800

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 2001-02</u>	<u>Estimated 2002-03</u>	<u>Budget 2002-03</u>	<u>Budget 2003-04</u>
DEMAND				
Tickets issued:				
● Parking	117,110	109,000	118,200	117,200
● Dog code violations	1,481	1,600	1,600	1,500
● Municipal Code	6,844	7,000	7,000	7,000
Parking cases placed in judgment	32,868	35,500	35,500	33,000
Scofflaws certified	4,280	3,100	3,100	4,300
WORKLOAD				
Payments processed:				
● By mail	168,140	184,300	184,300	170,000
● In person	23,000	23,300	23,300	23,300

**DEPARTMENT OF FINANCE
PARKING & MUNICIPAL VIOLATIONS**

Performance Indicators

	Actual <u>2001-02</u>	Estimated <u>2002-03</u>	Budget <u>2002-03</u>	Budget <u>2003-04</u>
RESULTS				
Judgment cases prepared	32,868	35,500	35,500	33,000
Scofflaw clearances issued	1,975	1,300	1,300	2,000
Satisfaction notices prepared	11,750	11,600	11,600	11,600

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

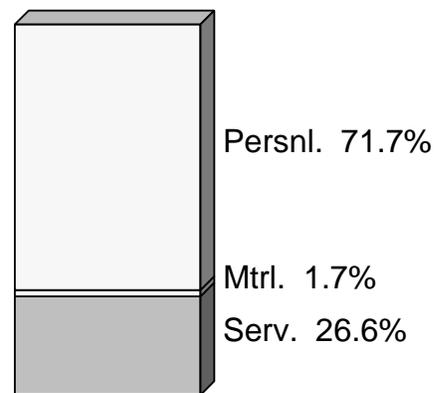
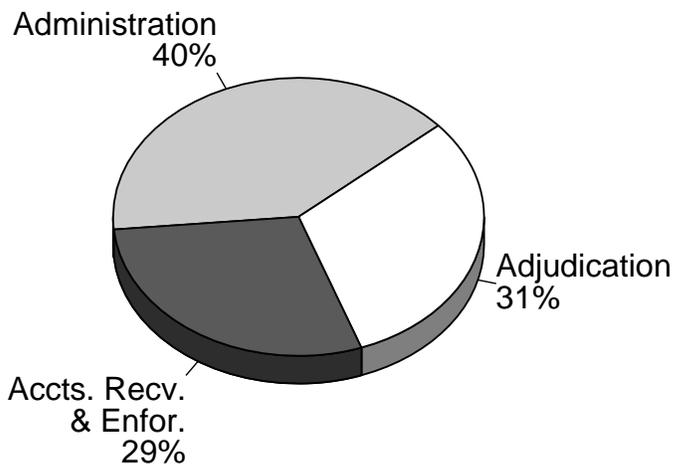
This activity schedules hearings for municipal code violations, compiles hearing dockets, prepares and mails hearing notice, maintains records of proceedings, and processes appeals.

Performance Indicators

	Actual <u>2001-02</u>	Estimated <u>2002-03</u>	Budget <u>2002-03</u>	Budget <u>2003-04</u>
DEMAND				
Parking tickets issued	117,110	109,000	118,200	117,200
Hearing notices prepared	3,400	3,500	3,500	3,400
WORKLOAD				
Cases heard:				
● Parking	13,104	13,300	13,300	13,300
● Municipal code	3,387	3,000	3,000	3,400
Default cases processed:				
● Parking	38,904	37,000	35,500	38,900
● Municipal code	7,000	6,900	6,900	7,000

DEPARTMENT OF FINANCE
PARKING & MUNICIPAL VIOLATIONS
EXPENDITURE SUMMARY

	<u>Actual</u> <u>2001-02</u>	<u>Estimated</u> <u>2002-03</u>	<u>Amended</u> <u>2002-03</u>	<u>Approved</u> <u>2003-04</u>
Appropriation by Major Object				
Personnel Expenses	507,227	561,100	567,100	592,800
Materials & Supplies	11,679	14,000	14,000	14,000
Services	152,252	203,500	246,900	219,400
Other	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	671,158	778,600	828,000	826,200
Appropriation by Activity				
Administration	264,416	311,300	330,700	328,900
Accounts Receivable & Enforcement	224,438	219,800	239,300	242,800
Adjudication	<u>182,304</u>	<u>247,500</u>	<u>258,000</u>	<u>254,500</u>
Total	671,158	778,600	828,000	826,200
Employee Years by Activity				
Administration	3.3	3.3	3.3	4.3
Accounts Receivable & Enforcement	7.3	7.1	7.5	6.5
Adjudication	<u>6.2</u>	<u>6.0</u>	<u>6.3</u>	<u>6.3</u>
Total	16.8	16.4	17.1	17.1



DEPARTMENT OF FINANCE
PARKING & MUNICIPAL VIOLATIONS
PERSONNEL SUMMARY

FULL TIME POSITIONS				Administration	Accounts Receivable & Enforcement	Adjudication
Br.	Title	Budget 2002-03	Approved 2003-04			
33	Director of Parking Violations	0	1	1		
31	Director of Parking Violations	1	0			
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	4.0	6.0	6.0
	Overtime	0.0	0.0	0.0	0.0	0.0
	Part Time, Temporary, Seasonal	1.2	1.2	0.3	0.6	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	17.1	4.3	6.5	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>2002-03</u>	<u>2003-04</u>	<u>Change</u>
Budget	623,800	632,600	8,800
Employee Years	13.3	13.3	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>
19,200	5,800	9,800	0	0	-26,000	8,800

Major Change

Duplicating Center supplies are reduced due to budget constraints	-15,000
Supplies and services are reduced due to budget constraints	-8,000
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 2001-02</u>	<u>Estimated 2002-03</u>	<u>Budget 2002-03</u>	<u>Budget 2003-04</u>
DEMAND				
Requisitions received	4,479	4,600	5,100	4,900
Contracts/projects received:				
• Construction*	43	86	72	97
• Construction (M/WBE)*	97	258	158	291
• Supplies/services	230	260	300	300
Call numbers requested for purchases under \$300	2,407	2,600	3,000	2,800
WORKLOAD				
Informal quotes obtained	4,486	4,700	1,800	4,500
Bids advertised	335	350	360	350
Contracts awarded:				
• Construction (\$000)	26,112	30,390	45,500	36,810
• Construction-M/WBE (\$000)	3,090	3,346	6,800	4,045
• Supplies/services	522	630	600	600
Purchase orders issued	7,117	6,400	6,000	6,200

**DEPARTMENT OF FINANCE
PURCHASING**

Performance Indicators

	Actual <u>2001-02</u>	Estimated <u>2002-03</u>	Budget <u>2002-03</u>	Budget <u>2003-04</u>
Call numbers issued for purchases under \$300	2,407	2,600	3,000	2,800
Auctions held	34	34	34	34
M/WBE utilization plans reviewed	43	86	72	97

*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

	Actual <u>2001-02</u>	Estimated <u>2002-03</u>	Budget <u>2002-03</u>	Budget <u>2003-04</u>
DEMAND				
Work Orders	3,260	3,300	3,200	3,600
WORKLOAD				
Copies made (000)				
• Convenience copies	3,849	3,400	3,000	3,300
• Central duplicating	3,840	3,700	3,900	3,800

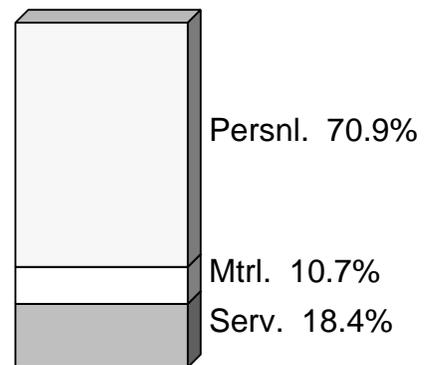
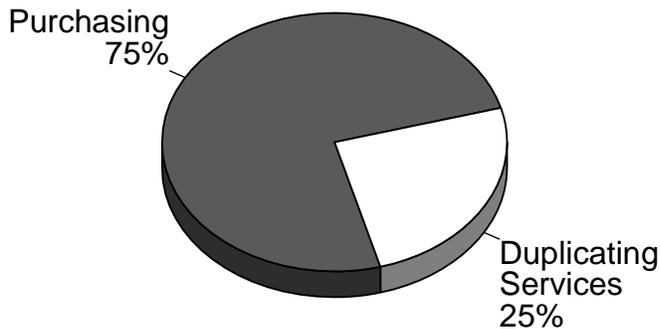
Chargebacks

<u>Department/Bureau</u>	<u>2002-03</u>	<u>2003-04</u>	<u>Department/Bureau</u>	<u>2002-03</u>	<u>2003-04</u>
CITY COUNCIL & CLERK	8,700	8,000	ECONOMIC DEVELOPMENT	7,000	6,400
ADMINISTRATION			ENVIRONMENTAL SERVICES		
Mayor's Office	7,800	7,200	Commissioner	8,700	8,100
NET	19,700	18,200	Architecture & Engineering	14,100	12,900
Special Projects	1,500	1,400	Operations	2,600	2,500
Budget	9,200	8,500	Water & Lighting	1,700	1,600
Human Resources Mgt.	22,600	20,700	Equipment Services	100	100
Communications	5,300	4,900	TOTAL:	27,200	25,200
Law	<u>6,500</u>	<u>6,000</u>	EMERGENCY COMMUNICATIONS		
TOTAL:	72,600	66,900		2,400	2,200
FINANCE			PARKS, RECREATION AND HUMAN SERVICES		
Director's Office	1,500	1,400	Commissioner	6,400	5,900
Accounting	2,800	2,600	Parks & Recreation	11,500	10,500
Treasury	5,300	4,900	Human Services	<u>3,200</u>	<u>2,900</u>
Assessment	1,500	1,500	TOTAL:	21,100	19,300
Purchasing	6,600	6,100	CITY TOTAL	190,400	175,500
Information Systems	<u>200</u>	<u>200</u>	Interfund	2,600	2,500
TOTAL:	17,900	16,700	Intrafund	187,800	173,000
COMMUNITY DEVELOPMENT			CITY TOTAL	190,400	175,500
Commissioner	7,900	7,300			
Neighborhood Initiatives	3,000	2,800			
Buildings & Zoning	4,300	4,000			
Housing & Project Dev.	10,100	9,200			
Planning	<u>8,200</u>	<u>7,500</u>			
TOTAL:	33,500	30,800			

DEPARTMENT OF FINANCE
PURCHASING
EXPENDITURE SUMMARY

	Actual <u>2001-02</u>	Estimated <u>2002-03</u>	Amended <u>2002-03</u>	Approved <u>2003-04</u>
Appropriation by Major Object				
Personnel Expenses	519,340	545,100	552,200	571,400
Materials & Supplies	63,491	75,400	96,000	86,100
Services	175,276	162,800	163,400	148,100
Other	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	758,107	783,300	811,600	805,600
Less: Intrafund Credit*	<u>191,200</u>	<u>187,800</u>	<u>187,800</u>	<u>173,000</u>
Total	566,907	595,500	623,800	632,600
Appropriation by Activity				
Purchasing	554,176	588,900	594,200	605,100
Duplicating Services	<u>203,931</u>	<u>194,400</u>	<u>217,400</u>	<u>200,500</u>
Total	758,107	783,300	811,600	805,600
Less: Intrafund Credit*	<u>191,200</u>	<u>187,800</u>	<u>187,800</u>	<u>173,000</u>
Total	566,907	595,500	623,800	632,600
Employee Years by Activity				
Purchasing	12.0	12.1	12.1	12.1
Duplicating Services	<u>1.1</u>	<u>1.2</u>	<u>1.2</u>	<u>1.2</u>
Total	13.1	13.3	13.3	13.3

*Reflects chargeback for duplicating



DEPARTMENT OF FINANCE
PURCHASING
PERSONNEL SUMMARY

FULL TIME POSITIONS				Purchasing	Duplicating Services
Br.	Title	Budget 2002-03	Approved 2003-04		
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	0.2	0.0	0.2
Less: Vacancy Allowance		0.0	0.0	0.0	0.0
Total		13.3	13.3	12.1	1.2

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
- Finance Information System
- Geographic Information System (GIS)
- Human Resources System
- Parking Violations Collections System
- Real Property Information System
- Tax Billing & Receivables 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>2002-03</u>	<u>2003-04</u>	<u>Change</u>
Budget	2,192,600	2,339,900	147,300
Employee Years	37.2	38.2	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>
69,900	6,900	-1,800	0	0	72,300	147,300

Major Change

New network equipment, mainframe software and Internet use increase maintenance and support costs	112,100
Services and supplies are reduced due to budget constraints	-34,400
A position is added to support data entry automation	28,900
A data entry position is eliminated due to decreased demand for data entry in Information Systems	-28,000
Productivity improvements result in savings	-6,300

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.

DEPARTMENT OF FINANCE
INFORMATION SYSTEMS

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.

Program Change

An analyst position is created to provide systems support for Human Resource Management. Funding for the position is provided in the budget of Human Resource Management.

GIS Chargebacks

<u>Department/Bureau</u>	<u>2002-03</u>	<u>2003-04</u>	<u>Department/Bureau</u>	<u>2002-03</u>	<u>2003-04</u>
FINANCE	12,500	12,500	FIRE	1,000	1,000
COMMUNITY DEVELOPMENT			CITY TOTAL	150,100	150,100
Commissioner	900	900	Interfund	0	0
Neighborhood Initiatives	6,300	6,300	Intrafund	150,100	150,100
Buildings & Zoning	23,700	23,700	CITY TOTAL	150,100	150,100
Housing & Project Dev.	4,400	4,400			
Planning	<u>35,100</u>	<u>35,100</u>			
TOTAL:	70,400	70,400			
ECONOMIC DEVELOPMENT					
	18,000	18,000			
ENVIRONMENTAL SERVICES					
Commissioner	2,300	2,300			
Architecture & Engineering	<u>45,900</u>	<u>45,900</u>			
TOTAL:	48,200	48,200			

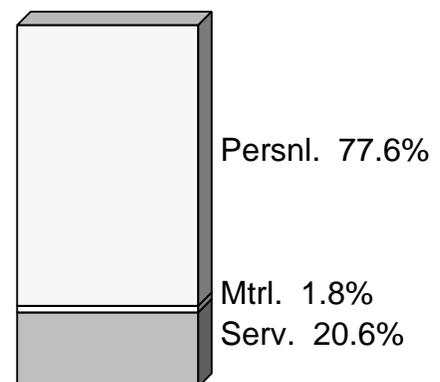
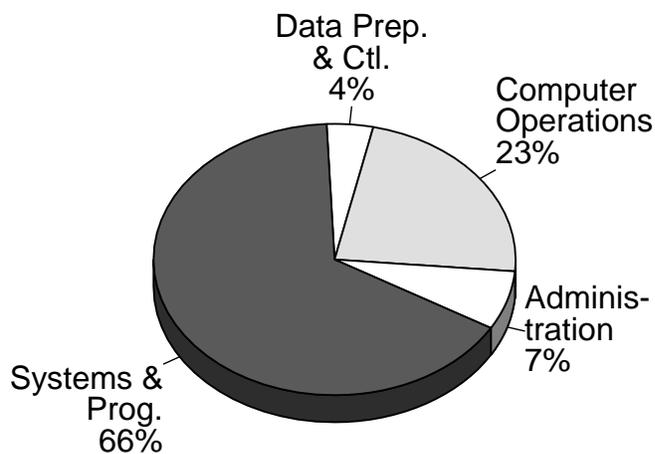
DEPARTMENT OF FINANCE
INFORMATION SYSTEMS
EXPENDITURE SUMMARY

Appropriation by Major Object	Actual <u>2001-02</u>	Estimated <u>2002-03</u>	Amended <u>2002-03</u>	Approved <u>2003-04</u>
Personnel Expenses	1,812,786	1,767,700	1,861,300	1,932,100
Materials & Supplies	34,854	42,600	43,400	44,000
Services	462,819	427,600	438,000	513,900
Other	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	2,310,459	2,237,900	2,342,700	2,490,000
Less: Intrafund Credit*	<u>130,000</u>	<u>150,100</u>	<u>150,100</u>	<u>150,100</u>
Total	2,180,459	2,087,800	2,192,600	2,339,900

Appropriation by Activity	Actual <u>2001-02</u>	Estimated <u>2002-03</u>	Amended <u>2002-03</u>	Approved <u>2003-04</u>
Administration	166,767	170,800	174,400	183,100
Computer Operations	559,167	516,600	517,800	584,200
Data Preparation & Control	85,818	83,300	92,200	86,700
Systems & Programming	<u>1,498,707</u>	<u>1,467,200</u>	<u>1,558,300</u>	<u>1,636,000</u>
Total	2,310,459	2,237,900	2,342,700	2,490,000
Less: Intrafund Credit*	<u>130,000</u>	<u>150,100</u>	<u>150,100</u>	<u>150,100</u>
Total	2,180,459	2,087,800	2,192,600	2,339,900

Employee Years by Activity	Actual <u>2001-02</u>	Estimated <u>2002-03</u>	Amended <u>2002-03</u>	Approved <u>2003-04</u>
Administration	2.0	2.0	2.0	2.0
Computer Operations	3.0	2.0	2.1	2.1
Data Preparation & Control	2.9	3.0	3.1	2.1
Systems & Programming	<u>27.3</u>	<u>29.0</u>	<u>30.0</u>	<u>32.0</u>
Total	35.2	36.0	37.2	38.2

*Reflects chargeback for Geographic Information System (GIS)



DEPARTMENT OF FINANCE
INFORMATION SYSTEMS
PERSONNEL SUMMARY

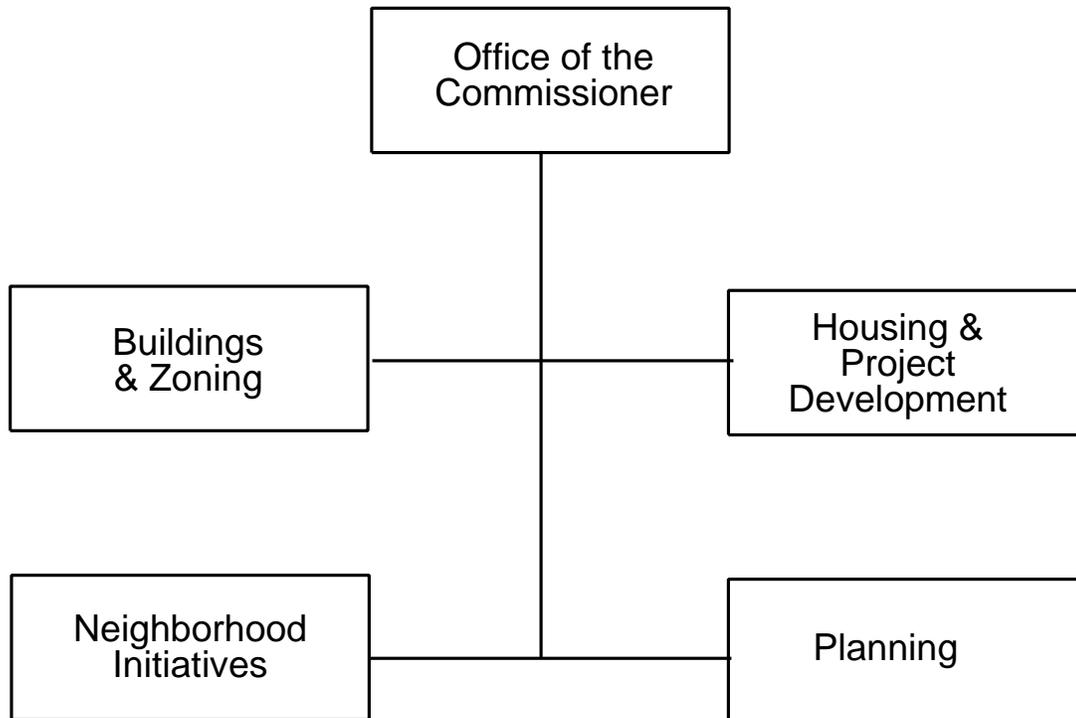
FULL TIME POSITIONS				Administration	Computer Operations	Data Preparation & Control	Systems & Programming
Br.	Title	Budget 2002-03	Approved 2003-04				
34	Director of Information Systems	1	1	1			
31	Assistant Director, Info. Systems	1	1	1			
29	Computer Systems Analyst	4	4				4
27	Sr. Programmer Analyst	4	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	0	1				1
12	Computer Operator	2	2		2		
9	Sr. Key punch Operator	2	2			2	
7	Data Entry Clerk	1	0				
EMPLOYEE YEARS							
Full Time		37.0	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		0.6	0.6	0.0	0.0	0.0	0.6
Total		37.2	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 2003-04 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 Community Technology Leaders Program	#1 - Involved Citizens	Second Quarter
	Complete Neighbors Building Neighborhoods Four (NBN4) update	#1 - Involved Citizens	Third Quarter
	Implement Community Leadership Development Program	#1 - Involved Citizens	Fourth Quarter
Buildings & Zoning	Extend pilot interagency agreement for building permit plan reviews and inspections with the Town of Gates	#5 - Regional Partnerships	Second Quarter
Housing & Project Development	Negotiate and implement a new Asset Control Area Program Agreement with United States Department of Housing and Urban Development	#4 - Environmental Stewardship #5 - Regional Partnerships	First Quarter
	Assist in the Phase 1 development of the Olean-Kennedy redevelopment project	#5 - Regional Partnerships #9 - Healthy Urban Neighborhoods	Third Quarter
	Undertake acquisition and needed relocations and demolitions	#5 - Regional Partnerships #9 - Healthy Urban Neighborhoods	Fourth Quarter
	Initiate a market rate housing project in the South River Corridor area	#9 - Healthy Urban Neighborhoods	Fourth Quarter
	Implement a market rate housing project on the Atlantic Woodstock site	#9 - Healthy Urban Neighborhoods	Fourth Quarter
Planning	Establish a Virtual Design Center laboratory in support of community design initiatives	#1 - Involved Citizens #7 - Quality Service #9 - Healthy Urban Neighborhoods #10 - Center City	Third Quarter
	Develop Neighborhood Design plans	#1 - Involved Citizens #7 - Quality Service #9 - Healthy Urban Neighborhoods	Fourth Quarter

Year-to-Year Comparison

<u>Bureau</u>	<u>Budget 2002-03</u>	<u>Budget 2003-04</u>	<u>Change</u>	<u>Percent Change</u>
Office of the Commissioner	473,100	468,500	-4,600	-1.0%
Neighborhood Initiatives	443,500	439,400	-4,100	-0.9%
Buildings & Zoning	2,303,300	2,444,200	140,900	6.1%
Housing & Project Development	2,041,100	2,132,500	91,400	4.5%
Planning	<u>450,200</u>	<u>374,000</u>	<u>-76,200</u>	-16.9%
Total	5,711,200	5,858,600	147,400	2.6%
Employee Years	101.7	100.7	-1.0	-1.0%

Change Detail

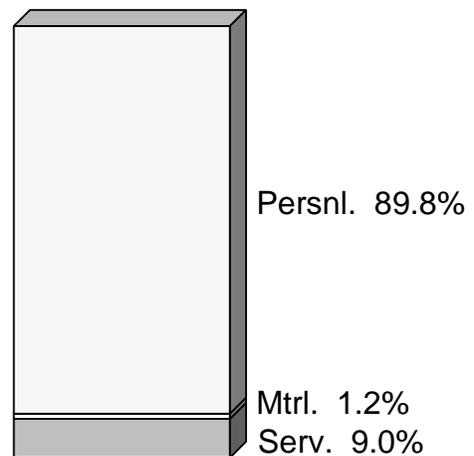
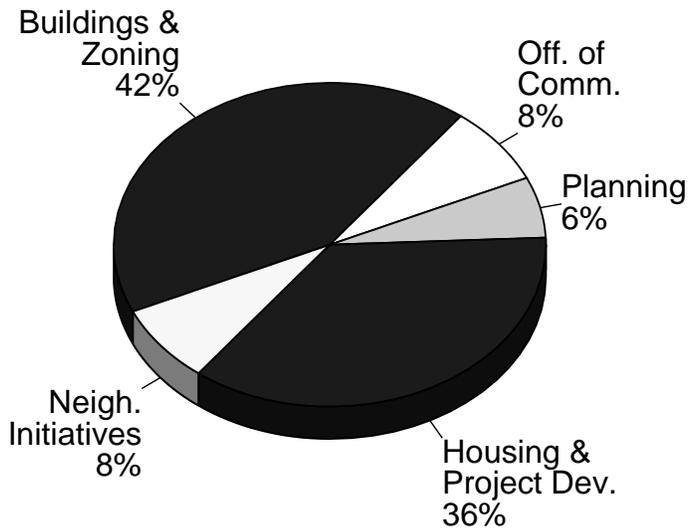
<u>Salary & Wage Adjustment</u>	<u>General Inflation</u>	<u>Chargebacks</u>	<u>Vacancy Allowance</u>	<u>Miscellaneous</u>	<u>Major Change</u>	<u>Total</u>
229,300	5,400	-20,400	0	2,200	-69,100	147,400

Major Change

Four full time positions and one part time position are eliminated due to budget constraints	-219,500
Two full time positions are added to Zoning to provide for enforcement of the new Zoning Code	99,600
A full time position is added in the Office of the Commissioner to provide support for the Consolidated Plan preparation and control	51,000
Other miscellaneous allocations increase	19,500

DEPARTMENT OF COMMUNITY DEVELOPMENT
EXPENDITURE SUMMARY

	Actual <u>2001-02</u>	Estimated <u>2002-03</u>	Amended <u>2002-03</u>	Approved <u>2003-04</u>
Appropriation by Major Object				
Personnel Expenses	4,799,138	4,987,700	5,119,900	5,260,600
Materials & Supplies	55,680	63,300	67,000	70,900
Services	502,313	539,200	524,300	527,100
Other	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	5,357,131	5,590,200	5,711,200	5,858,600
Appropriation by Activity				
Office of the Commissioner	448,733	483,000	473,100	468,500
Neighborhood Initiatives	386,741	412,100	443,500	439,400
Buildings & Zoning	2,122,217	2,225,400	2,303,300	2,444,200
Housing & Project Development	1,977,635	2,045,100	2,041,100	2,132,500
Planning	<u>421,805</u>	<u>424,600</u>	<u>450,200</u>	<u>374,000</u>
Total	5,357,131	5,590,200	5,711,200	5,858,600
Employee Years by Activity				
Office of the Commissioner	7.5	7.0	7.0	7.0
Neighborhood Initiatives	8.1	7.1	8.1	7.1
Buildings & Zoning	41.1	42.0	42.1	43.6
Housing & Project Development	39.7	37.0	38.0	38.0
Planning	<u>7.0</u>	<u>5.5</u>	<u>6.5</u>	<u>5.0</u>
Total	103.4	98.6	101.7	100.7



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>2002-03</u>	<u>2003-04</u>	<u>Change</u>
Budget	473,100	468,500	-4,600
Employee Years	7.0	7.0	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>
25,600	900	-2,400	0	200	-28,900	-4,600

Major Change

Reorganization results in sharing of various positions between bureaus	-60,100
A full time position is added to Administrative Services to provide support for the Consolidated Plan preparation and control	51,000
A part time position is eliminated due to budget constraints	-21,800
The office supplies allocation is increased	2,000

ADMINISTRATION

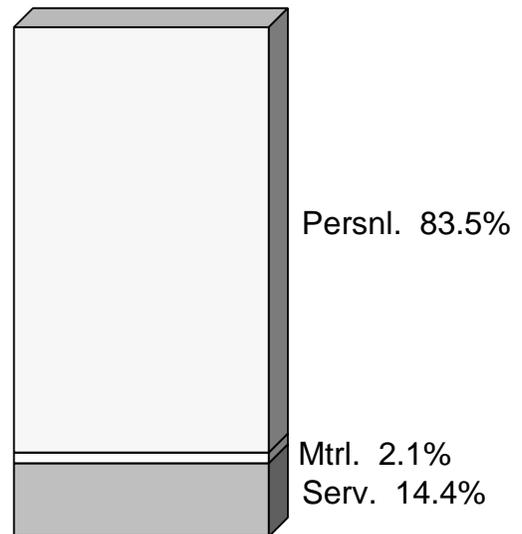
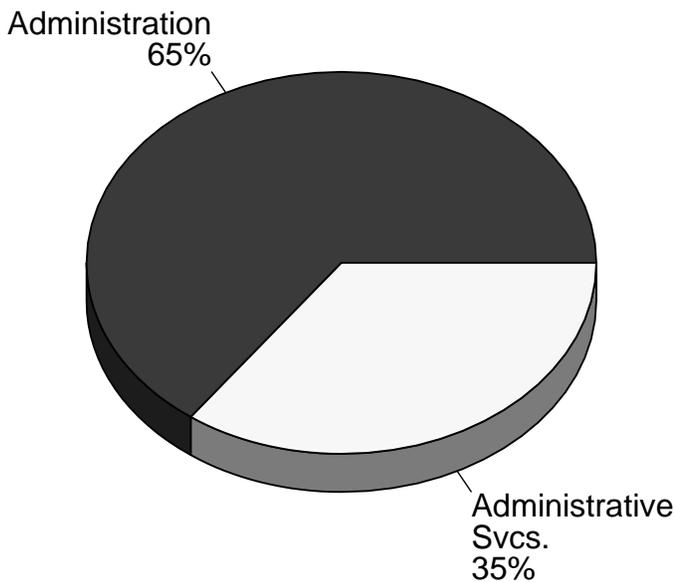
Administration organizes and manages the Department. It oversees the attainment of the Department's goals, policies and programs.

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>2001-02</u>	Estimated <u>2002-03</u>	Amended <u>2002-03</u>	Approved <u>2003-04</u>
Appropriation by Major Object				
Personnel Expenses	379,342	405,000	393,700	388,400
Materials & Supplies	4,087	7,800	8,200	10,300
Services	65,304	70,200	71,200	69,800
Other	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	448,733	483,000	473,100	468,500
Appropriation by Activity				
Administration	448,733	483,000	473,100	296,800
Administrative Services	<u>0</u>	<u>0</u>	<u>0</u>	<u>171,700</u>
	448,733	483,000	473,100	468,500
Employee Years by Activity				
Administration	7.5	7.0	7.0	3.0
Administrative Services	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>	<u>4.0</u>
	7.5	7.0	7.0	7.0



DEPARTMENT OF COMMUNITY DEVELOPMENT
OFFICE OF THE COMMISSIONER
PERSONNEL SUMMARY

FULL TIME POSITIONS				Administration	Administrative Services
Br.	Title	Budget 2002-03	Approved 2003-04		
36	Commissioner	1	1	1	
35	Deputy Commissioner	0.5	0.5	0.5	
29	Principal Staff Assistant	0	0.5		0.5
26	Associate Administrative Analyst	1	0		
24	Senior Administrative Analyst	0	1		1
18	Head Account Clerk	1	1		1
18	Secretary to Commissioner	1	1	1	
9	Clerk II	0	0.5	0.5	
9	Clerk II with Typing	0.5	0		
7	Clerk III	1	1		1
7	Clerk III with Typing	1	0.5		0.5
EMPLOYEE YEARS					
	Full Time	7.0	7.0	3.0	4.0
	Overtime	0.0	0.0	0.0	0.0
	Part Time, Temporary, Seasonal	0.5	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	7.5	7.0	3.0	4.0

**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 2003-04 work plan includes the following:

Objective	R2010 Campaigns Supported	Projected Completion
Complete Community Technology Leaders Program	#1 - Involved Citizens	Second Quarter
Complete Neighbors Building Neighborhoods Four (NBN4) update	#1 - Involved Citizens	Third Quarter
Implement Community Leadership Development Program	#1 - Involved Citizens	Fourth Quarter

Year-to-Year Comparison

	<u>2002-03</u>	<u>2003-04</u>	<u>Change</u>
Budget	443,500	439,400	-4,100
Employee Years	8.1	7.1	-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>
29,200	500	600	0	300	-34,700	-4,100

Major Change

A full time position is eliminated due to budget constraints	-34,700
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ADMINISTRATION

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

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

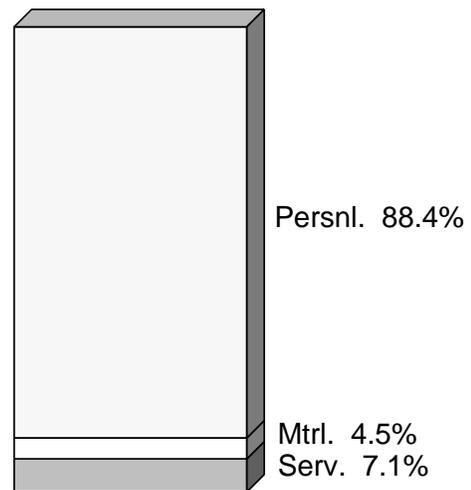
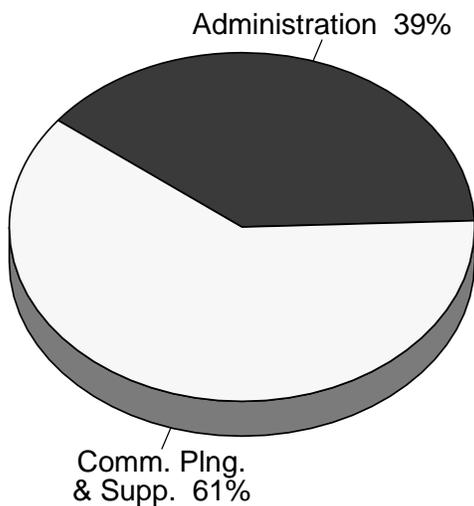
This activity acts as a liaison and provides technical support to neighborhood groups, organizations, and City departments involved in planning efforts through the Neighbors Building Neighborhoods (NBN) process. This activity provides support and technical assistance for other programs and initiatives 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.

Performance Indicators

	<u>Actual 2001-02</u>	<u>Estimated 2002-03</u>	<u>Budget 2002-03</u>	<u>Budget 2003-04</u>
DEMAND				
Neighbors Building Neighborhoods (NBN) plan assistance requests	10	10	10	10
NBN plan activities	370	370	370	337
WORKLOAD				
NBN plan technical assistance requests provided	10	10	10	10
NBN plan activities implemented	370	370	370	337
Programs coordinated with NBN plan	13	13	13	13

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

	<u>Actual 2001-02</u>	<u>Estimated 2002-03</u>	<u>Amended 2002-03</u>	<u>Approved 2003-04</u>
Appropriation by Major Object				
Personnel Expenses	354,304	362,600	394,000	388,500
Materials & Supplies	15,005	16,600	19,300	19,700
Services	17,432	32,900	30,200	31,200
Other	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	386,741	412,100	443,500	439,400
Appropriation by Activity				
Administration	138,817	162,600	162,100	171,000
Community Planning & Support	<u>247,924</u>	<u>249,500</u>	<u>281,400</u>	<u>268,400</u>
	386,741	412,100	443,500	439,400
Employee Years by Activity				
Administration	2.0	2.0	2.0	2.0
Community Planning & Support	<u>6.1</u>	<u>5.1</u>	<u>6.1</u>	<u>5.1</u>
	8.1	7.1	8.1	7.1



DEPARTMENT OF COMMUNITY DEVELOPMENT
 BUREAU OF NEIGHBORHOOD INITIATIVES
 PERSONNEL SUMMARY

FULL TIME POSITIONS				Administration	Community Planning & Support
Br.	Title	Budget 2002-03	Approved 2003-04		
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	3	2		2
9	Clerk II	1	1	1	
EMPLOYEE YEARS					
	Full Time	8.0	7.0	2.0	5.0
	Overtime	0.2	0.2	0.0	0.2
	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	8.1	7.1	2.0	5.1

**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 2003-04 work plan includes the following:

Objective	R2010 Campaigns Supported	Projected Completion
Implement Historic Designation reference in Buildings Information System (BIS) and Geographical Information Systems (GIS)	#7 - Quality Service	First Quarter
Extend pilot interagency agreement for building permit plan reviews and inspections with the Town of Gates	#5 - Regional Partnerships	Second Quarter

Year-to-Year Comparison

	<u>2002-03</u>	<u>2003-04</u>	<u>Change</u>
Budget	2,303,300	2,444,200	140,900
Employee Years	42.1	43.6	1.5

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>
74,600	1,600	-7,400	0	2,600	69,500	140,900

Major Change

One full time and one temporary position is added to Zoning to enhance administration and enforcement of the new Zoning Code	99,600
A position shared with the Bureau of Planning is eliminated due to budget constraints	-22,400
Reorganization results in sharing of various positions	-17,400
Professional fees increase based on projected usage	11,500
Travel allocation reduced due to budget constraints	-1,800

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

The implementation of the revised New York State Building Code will require an update to the procedural manual to reflect changes effected by the new codes.

Performance Indicators

	<u>Actual 2001-02</u>	<u>Estimated 2002-03</u>	<u>Budget 2002-03</u>	<u>Budget 2003-04</u>
DEMAND				
Applications filed				
● Permits	7,941	7,917	7,900	7,917
● Licenses	2,636	290	260	2,555
● Elevator certificates	2,864	3,300	3,300	3,300
● Certificates of Occupancy	3,712	3,600	3,600	3,600
WORKLOAD				
Documents issued:				
● Permits				
– Buildings	2,813	2,700	2,700	2,700
– Electrical	2,302	2,600	2,200	2,600
– Plumbing	2,805	2,600	2,900	2,600
– Elevator	21	17	15	17
● Licenses				
– Electrical	1,187	40	20	1,100
– Plumbing	31	110	110	30
– Elevator	129	10	10	125
– Stationary Engineer	1,289	130	120	1,300
● Elevator certificates	2,864	3,300	3,300	3,300

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.

Program Change

The City of Rochester and Town of Gates entered into an agreement to provide plan review, zoning review and building inspection services to the Town of Gates. A pilot period of six-months began February 2003 with the option for the Town of Gates to extend the agreement for another year.

Performance Indicators

	<u>Actual 2001-02</u>	<u>Estimated 2002-03</u>	<u>Budget 2002-03</u>	<u>Budget 2003-04</u>
DEMAND				
Permit applications reviewed	3,026	2,800	2,800	2,800
Value of permits issued (\$ mil.)	99.100	80.000	90.000	80.000
Applications referred for inspection:				
● Building permits	2,842	2,700	2,500	2,700
● Plumbing permits	2,779	2,600	2,900	2,700
● Electrical	2,283	2,600	2,200	2,600

DEPARTMENT OF COMMUNITY DEVELOPMENT
BUREAU OF BUILDINGS & ZONING

Performance Indicators

	Actual <u>2001-02</u>	Estimated <u>2002-03</u>	Budget <u>2002-03</u>	Budget <u>2003-04</u>
WORKLOAD				
Average monthly permits open				
• Buildings	336	320	330	320
• Plumbing	231	210	230	220
• Electrical	N/A	220	220	220
Building permits issued	2,842	2,700	2,500	2,700
Plumbing permits issued	2,779	2,600	2,900	2,700
Certificates of Occupancy issued	274	220	250	250
Letters of Completion issued	1,150	1,100	1,100	1,100

RESULTS

Average number of permits closed per month/inspector

• Building	40	40	40	40
• Plumbing	45	45	45	45
• Electrical	N/A	35	37	35

N/A - Not Applicable

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.

Program Change

Implementation of the new Zoning Code and an emphasis on regulation by design increases anticipated enforcement cases, monitoring, and inspections of Boards and Commissions cases. The Historic Resource Survey was completed in the Fall 2002. The database of information related to the federal, state and local historic designation will be incorporated into the Building Information and the Geographical Information Systems.

Performance Indicators

	Actual <u>2001-02</u>	Estimated <u>2002-03</u>	Budget <u>2002-03</u>	Budget <u>2003-04</u>
DEMAND				
Permit applications reviewed	2,813	2,700	3,000	3,000
Cases involving activity by Zoning	1,800	2,100	2,200	2,400
Historic Site and Regulatory Interpretation requests	50	20	50	0
Rochester Environmental Commission (REC) referrals	24	25	20	24
Certificate of Use applications received	132	125	120	130

DEPARTMENT OF COMMUNITY DEVELOPMENT
BUREAU OF BUILDINGS & ZONING

Performance Indicators

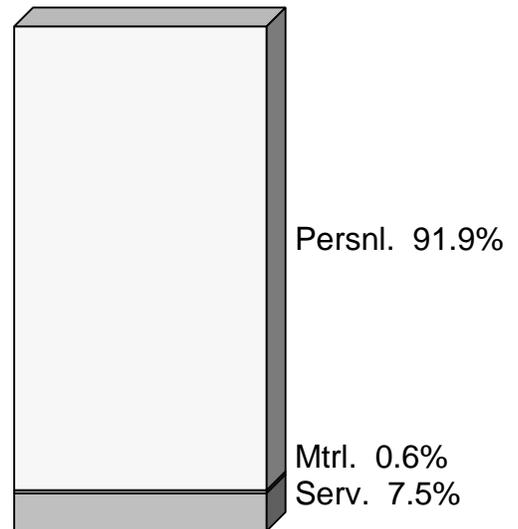
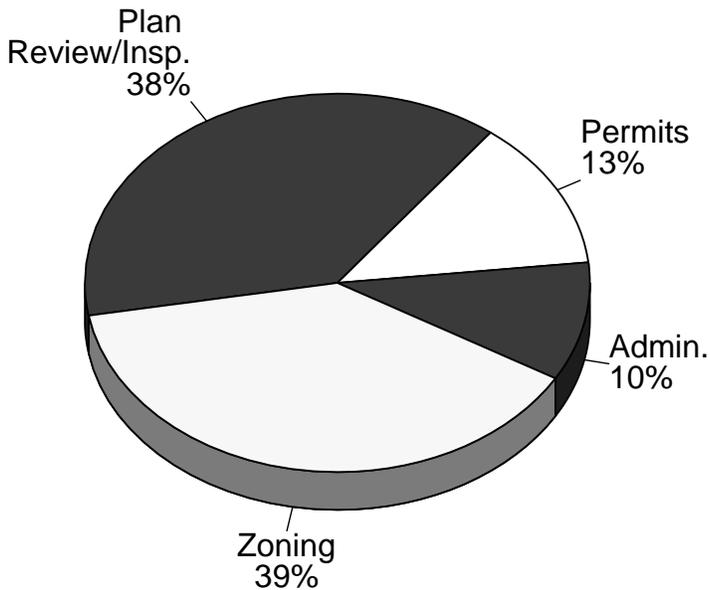
	<u>Actual</u> <u>2001-02</u>	<u>Estimated</u> <u>2002-03</u>	<u>Budget</u> <u>2002-03</u>	<u>Budget</u> <u>2003-04</u>
WORKLOAD				
Certificates of Zoning Compliance (CZC) reviewed	2,330	2,400	2,800	2,800
Site plan reviews	93	120	200	180
Administrative resubdivision reviews	134	120	90	100
Special decision packages prepared	552	632	650	680
Zoning inspections conducted	2,100	4,000	975	4,500
Historic Site and Regulatory Interpretation requests	50	20	50	0
REC referrals	24	25	20	24
Certificate of Use applications reviewed	132	125	135	130
Zoning Notice & Order cases opened	382	400	400	500
RESULTS				
CZCs issued	2,093	2,040	2,300	2,400
Certificates of non-conformity issued	12	20	100	120
Cases resolved through zoning approval procedures	175	185	175	175
Zoning Notice & Order closed	305	300	300	350

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

	Actual <u>2001-02</u>	Estimated <u>2002-03</u>	Amended <u>2002-03</u>	Approved <u>2003-04</u>
Appropriation by Major Object				
Personnel Expenses	1,915,669	2,019,000	2,110,900	2,245,400
Materials & Supplies	17,245	14,400	14,400	15,400
Services	189,303	192,000	178,000	183,400
Other	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	2,122,217	2,225,400	2,303,300	2,444,200

Appropriation by Activity				
Administration	255,829	244,900	267,300	218,100
Permits	260,138	282,400	284,900	328,300
Plan Review & Inspections	792,276	892,300	860,500	935,100
Zoning	<u>813,974</u>	<u>805,800</u>	<u>890,600</u>	<u>962,700</u>
Total	2,122,217	2,225,400	2,303,300	2,444,200

Employee Years by Activity				
Administration	2.2	1.6	2.2	2.0
Permits	6.5	6.6	6.6	7.1
Plan Review & Inspections	16.1	15.8	15.8	17.5
Zoning	<u>16.3</u>	<u>18.0</u>	<u>17.5</u>	<u>17.0</u>
Total	41.1	42.0	42.1	43.6



DEPARTMENT OF COMMUNITY DEVELOPMENT
BUREAU OF BUILDINGS & ZONING
PERSONNEL SUMMARY

FULL TIME POSITIONS				Adminis- tration	Permits	Plan Review & Inspections	Zoning
Br.	Title	Budget 2002-03	Approved 2003-04				
35	Deputy Commissioner	0.5	0				
31	Director of Zoning	1	1				1
31	Mgr. of Plan Review & Building Inspections	1	1			1	
29	Assistant Director of Zoning	1	0				
29	Principal Staff Assistant	1	1.5	1	0.5		
28	Permit Office Manager	1	1		1		
28	Supervising City Planner	0	1				1
26	Associate City Planner	3	0				
24	Architect	1	1			1	
24	Code Enforcement Coordinator	0	1				1
24	Engineer/Mechanical	1	1			1	
24	Lead Plumbing Inspector	1	1			1	
24	Senior Administrative Analyst	1	2		1		1
24	Senior City Planner	4	6				6
24	Senior City Planner - Urban Design Specialist	0	1				1
21	Assistant Architect	1	1			1	
21	Assistant Architect-Plan Review	1	1			1	
21	Building Construction Inspector with Electrical	0	5			5	
21	Electrical Inspector	1	1			1	
21	Neighborhood Conservation Officer	1	1				1
20	Building Construction Inspector	5	0				
20	City Planner	2.5	1				1
20	Plumbing Inspector	4	4			4	
11	Senior Service Assistant	1	1		1		
9	Clerk II	3	3		2		1
9	Clerk II with Typing	0.5	0				
7	Clerk III	1	1		1		
7	Clerk III with Typing	2	2.5	0.5			2
6	Receptionist/Typist	1	1			1	
EMPLOYEE YEARS							
Full Time		40.5	41.0	1.5	6.5	17.0	16.0
Overtime		0.1	0.1	0.0	0.0	0.0	0.1
Part Time, Temporary, Seasonal		1.7	2.7	0.5	0.6	0.6	1.0
Less: Vacancy Allowance		0.2	0.2	0.0	0.0	0.1	0.1
Total		42.1	43.6	2.0	7.1	17.5	17.0

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

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 2003-04 work plan includes the following:

Objective	R2010 Campaigns Supported	Projected Completion
Negotiate and implement a new Asset Control Area Program Agreement with the United States Department of Housing and Urban Development	#4 - Environmental Stewardship #5 - Regional Partnerships	First Quarter
Assist in the Phase 1 development of the Olean-Kennedy redevelopment project	#5 - Regional Partnerships #9 - Healthy Urban Neighborhoods	Third Quarter
Initiate a market rate housing project in the South River Corridor area	#9 - Healthy Urban Neighborhoods	Fourth Quarter
Undertake acquisition and needed relocations and demolitions	#5 - Regional Partnerships #9 - Healthy Urban Neighborhoods	Fourth Quarter
Implement a market rate housing project on the Atlantic Woodstock site	#9 - Healthy Urban Neighborhoods	Fourth Quarter

Year-to-Year Comparison

	<u>2002-03</u>	<u>2003-04</u>	<u>Change</u>
Budget	2,041,100	2,132,500	91,400
Employee Years	38.0	38.0	0.0

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>
85,600	2,000	-4,900	0	-1,000	9,700	91,400

Major Change

A clerical position is transferred from the Office of the Commissioner and Buildings & Zoning	30,600
A full time position is abolished due to budget constraints	-28,800
Higher appraisal related expenses are anticipated	7,900

ADMINISTRATION

Administration directs and coordinates the operation of the Bureau.

Program Change

The United States Department of Housing and Urban Development has changed the terms for the Asset Control Area Program which results in the City purchasing and rehabilitating fewer HUD foreclosed properties.

Performance Indicators

	<u>Actual 2001-02</u>	<u>Estimated 2002-03</u>	<u>Budget 2002-03</u>	<u>Budget 2003-04</u>
DEMAND				
Vacant residential properties	2,884	2,382	2,494	2,382
RESULTS				
Vacant residential properties reoccupied/rehabilitated	324	223	386	155
Residential properties demolished	266	275	270	270
Residential units demolished	356	325	400	350
New homes sold	36	34	50	51
Home ownership opportunities created	412	350	543	319
Rental units developed, HIP properties Housing Development Fund Corporation (HDFC)	160	98	294	255
Residential properties receiving City rehabilitation assistance	1,093	1,047	1,084	1,089

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

Funding delays by New York State and the Federal Highway Authority will delay the completion of the West Ridge project by one year.

Performance Indicators

	<u>Actual 2001-02</u>	<u>Estimated 2002-03</u>	<u>Budget 2002-03</u>	<u>Budget 2003-04</u>
DEMAND				
Surplus City property				
• Structures	348	348	390	350
• Vacant lots	1,021	940	971	940
Foreclosures (City and County)	354	325	385	325
Judicial actions	753	875	805	875
Real Estate activities requested	1,209	763	1,328	798
WORKLOAD				
City property offered	633	734	672	605
Judicial sale property offered	316	357	370	360
Real Estate activities				
• Rental properties managed	100	80	105	80
• Easements, leases, and licenses issued	75	80	75	80
• Acquisitions	396	208	518	223
• Appraisals conducted	638	395	675	415
Relocations	2	13	115	80
RESULTS				
Property sales revenue (\$)	1,227,574	966,100	500,000	660,000
Property rental revenue (\$)	90,004	120,800	112,200	125,200
HUD and private owner occupant program properties sold	340	142	315	120

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

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

Decrease in Owner Occupancy Grants Awarded due to Federal lead abatement requirements. Changes by the United States Department of Housing and Urban Development in the Asset Control Area Program will reduce the number of Homeowner Investment Grant Program Loans awarded.

Performance Indicators

	Actual 2001-02	Estimated 2002-03	Budget 2002-03	Budget 2003-04
DEMAND				
Total vacant buildings*	2,584	2,603	2,802	2,603
Rehabilitation specification requests	622	617	1,056	610
Demolition applications	296	305	280	300
WORKLOAD				
Rehabilitation program applications processed	622	617	1,010	610
Rehabilitation inspections	2,543	2,525	4,130	3,053
Rehabilitation specifications prepared	565	561	918	444
Demolition permits authorized	296	305	300	300
Demolition inspections	2,368	2,440	2,400	2,400
Demolition hearings prepared	35	35	72	50
RESULTS				
Owner/Occupant Rehabilitation Grants awarded				
● Grants awarded	186	110	63	70
● Value (\$)	2,506,553	2,010,600	1,500,000	1,600,000
● Average award (\$)	13,500	18,300	23,800	22,900
Vacant Reoccupancy Grants awarded				
● Grants awarded	129	20	85	17
● Value (\$)	1,677,000	300,000	1,275,000	250,000
● Average award (\$)	13,000	15,000	15,000	14,700
Lead Hazard Reduction Grant				
● Grants awarded	N/A	76	77	97
● Value (\$)	N/A	1,000,000	1,000,000	1,600,000
● Average award	N/A	13,200	13,000	16,500
Emergency Assistance				
● Grants awarded	N/A	140	143	114
● Value (\$)	N/A	500,000	500,000	400,000
● Average award	N/A	3,600	3,500	3,500
Demolitions				
● By private owner	113	100	100	100
● By City contract	183	205	180	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 planning Council legislation, financial reports, grantee performance and quarterly program/project status reports for the Bureau.

Program Change

Market forces have caused mortgage discharges and subordination numbers to increase. No Home Expo is planned in 2003-04 which will impact the number of new constructions. Increased workload for residency verifications and Emergency Assistance for City Home Owners (EACH) programs due to increased home ownership.

Performance Indicators

	<u>Actual 2001-02</u>	<u>Estimated 2002-03</u>	<u>Budget 2002-03</u>	<u>Budget 2003-04</u>
DEMAND				
Department programs	11	11	11	11
WORKLOAD				
Contracts prepared and monitored:				
• Grant applications	2	2	1	2
• Housing Services	26	24	24	19
• Operating/Capacity Building	14	14	14	13
• Grant/Subsidy	210	260	180	231
• Home Buyer Assistance Agreements	51	83	75	64
• Housing Rehabilitation Development	39	79	87	81
• Development Projects	28	27	34	23
• New Construction	12	11	6	2
• Demolition/Asbestos Abatement	271	280	260	280
• Loan and Grant awards serviced*	1,359	1,435	205	1,289

*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.

Performance Indicators

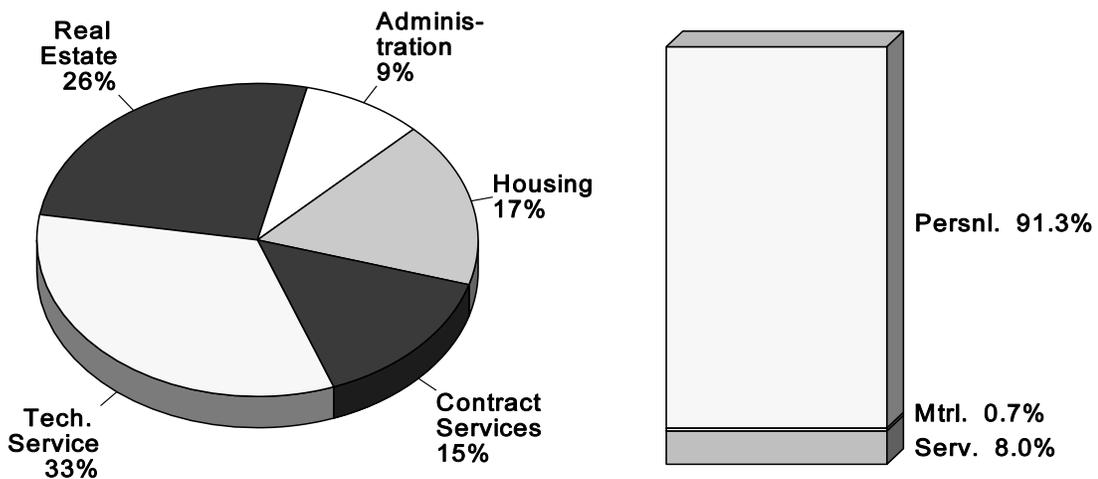
	<u>Actual 2001-02</u>	<u>Estimated 2002-03</u>	<u>Budget 2002-03</u>	<u>Budget 2003-04</u>
DEMAND				
Vacant Residential Properties	2,884	2,382	2,494	2,382
WORKLOAD				
Housing programs/projects managed	128	146	124	123
Vacant properties qualified for housing initiatives	1,637	1,436	1,629	1,605
RESULTS				
Housing program funds obtained (\$000)	16,408	15,193	21,563	19,235

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

	<u>Actual</u> <u>2001-02</u>	<u>Estimated</u> <u>2002-03</u>	<u>Amended</u> <u>2002-03</u>	<u>Approved</u> <u>2003-04</u>
Appropriation by Major Object				
Personnel Expenses	1,793,224	1,863,500	1,859,100	1,946,500
Materials & Supplies	14,740	15,100	15,400	15,600
Services	169,671	166,500	166,600	170,400
Other	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	1,977,635	2,045,100	2,041,100	2,132,500

Appropriation by Activity				
Administration	179,872	187,200	187,200	186,600
Real Estate	518,572	516,900	519,100	547,700
Technical Services	670,715	695,800	686,700	718,200
Contract Services	276,656	297,300	295,500	317,200
Housing	<u>331,820</u>	<u>347,900</u>	<u>352,600</u>	<u>362,800</u>
Total	1,977,635	2,045,100	2,041,100	2,132,500

Employee Years by Activity				
Administration	2.0	2.0	2.0	2.0
Real Estate	7.8	8.0	9.0	8.0
Technical Services	16.0	15.0	15.0	15.0
Contract Services	7.0	6.0	7.0	7.0
Housing	<u>6.9</u>	<u>6.0</u>	<u>5.0</u>	<u>6.0</u>
Total	39.7	37.0	38.0	38.0



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 2002-03	Approved 2003-04					
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	5			5		
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	2	1		1			
9	Clerk II with Typing	1	3			2	1	
7	Clerk III with Typing	3	2			1		1
EMPLOYEE YEARS								
Full Time		38.0	38.0	2.0	8.0	15.0	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	38.0	2.0	8.0	15.0	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 2003-04 work plan includes the following:

Objective	R2010 Campaigns Supported	Projected Completion
Establish a Virtual Design Center laboratory in support of community design initiatives	#1 - Involved Citizens #7 - Quality Service #9 - Healthy Urban Neighborhoods #10 - Center City	Third Quarter
Develop Neighborhood Design plans	#1 - Involved Citizens #7 - Quality Service #9 - Healthy Urban Neighborhoods	Fourth Quarter

Year-to-Year Comparison

	<u>2002-03</u>	<u>2003-04</u>	<u>Change</u>
Budget	450,200	374,000	-76,200
Employee Years	6.5	5.0	-1.5

Change Detail

Salary & Wage Adjustment	General Inflation	Chargebacks	Vacancy Allowance	Miscellaneous	Major Change	Total
14,300	400	-6,300	0	100	-84,700	-76,200

Major Change

A full time position is eliminated due to budget constraints	-93,000
Reorganization results in sharing of a position	30,700
A position shared with the Bureau of Buildings and Zoning is eliminated due to budget constraints	-22,400

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

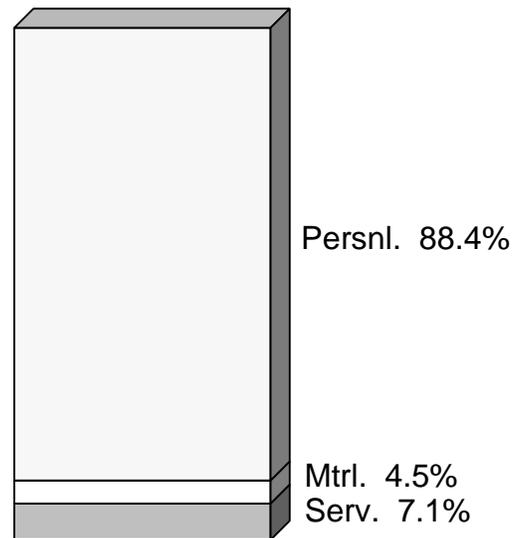
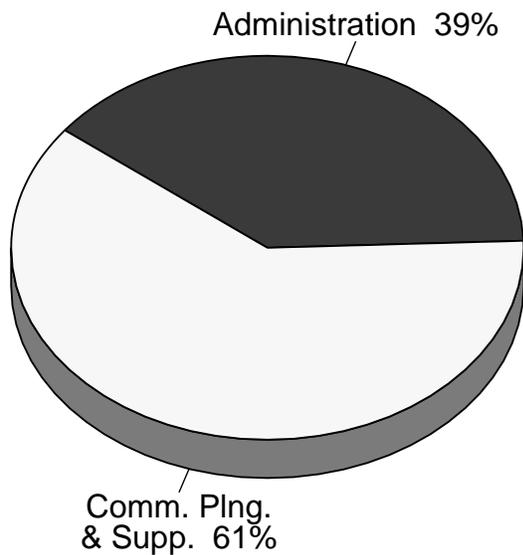
This activity undertakes the physical, economic, and social factors relevant to the well being of the City. It supports the implementation of "Rochester 2010 - The Renaissance Plan" by interpreting the Plan with respect to development proposals and City policies and provides support for specific Campaign 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.

Performance Indicators

	<u>Actual 2001-02</u>	<u>Estimated 2002-03</u>	<u>Budget 2002-03</u>	<u>Budget 2003-04</u>
DEMAND				
Geographic Information System				
● Data analysis requests	250	350	350	350
● Staff & community training orientation requests	40	50	50	50
● Steering committee meeting support requests	12	12	12	12
Comprehensive Plan Process				
● Orientation requests	50	60	60	60
● Special Area Plan Projects	35	35	35	35
● Renaissance 2010 Plan Campaigns support requests	4	4	4	4
WORKLOAD				
Geographic Information System				
● Data analyses completed	200	145	185	135
● Staff & community training orientation sessions conducted	50	35	43	30
● Steering committee meetings coordinated	12	12	12	12
Comprehensive Plan Process				
● Orientations conducted	50	45	50	40
Special Area Plans developed				
● Specific Area Plans	6	5	6	4
● Concept Models (Urban Villages and future development)	5	4	5	3
Renaissance Plan Campaigns supported				
● Direct staffing	3	3	3	2

DEPARTMENT OF COMMUNITY DEVELOPMENT
BUREAU OF PLANNING
EXPENDITURE SUMMARY

	Actual <u>2001-02</u>	Estimated <u>2002-03</u>	Amended <u>2002-03</u>	Approved <u>2003-04</u>
Appropriation by Major Object				
Personnel Expenses	356,599	337,600	362,200	291,800
Materials & Supplies	4,603	9,400	9,700	9,900
Services	60,603	77,600	78,300	72,300
Other	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	421,805	424,600	450,200	374,000
Appropriation by Activity				
Administration	178,581	188,500	202,500	147,100
Comprehensive Planning	<u>243,224</u>	<u>236,100</u>	<u>247,700</u>	<u>226,900</u>
Total	421,805	424,600	450,200	374,000
Employee Years by Activity				
Administration	1.7	1.2	1.7	1.0
Comprehensive Planning	<u>5.3</u>	<u>4.3</u>	<u>4.8</u>	<u>4.0</u>
Total	7.0	5.5	6.5	5.0



DEPARTMENT OF COMMUNITY DEVELOPMENT
BUREAU OF PLANNING
PERSONNEL SUMMARY

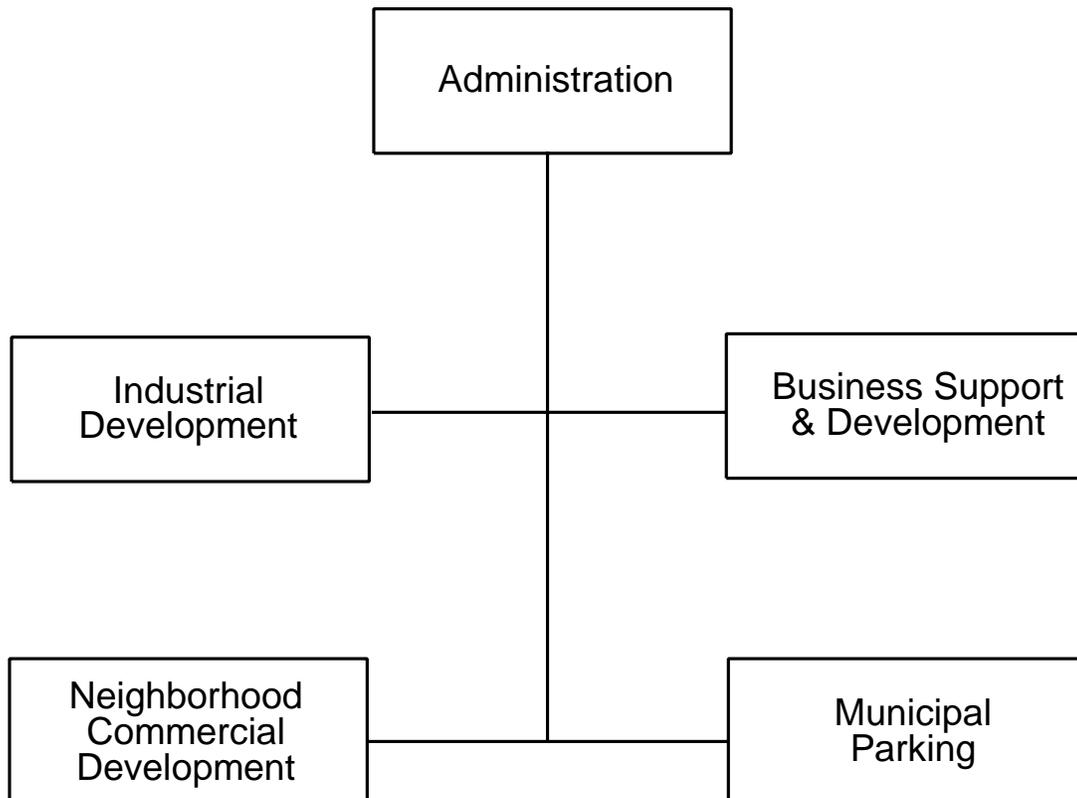
FULL TIME POSITIONS				Adminis- tration	Comprehensive Planning
Br.	Title	Budget 2002-03	Approved 2003-04		
35	Deputy Commissioner	0	0.5	0.5	1
35	Director of Planning	1	0		
28	Supervising City Planner	1	1		
24	Senior City Planner	1	1		
24	Senior City Planner - Urban Design Specialist	1	1		
20	City Planner	0.5	0		
12	GIS Technician	1	1		
9	Clerk II	1	0.5		
EMPLOYEE YEARS					
Full Time		6.5	5.0	1.0	4.0
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		6.5	5.0	1.0	4.0

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 2003-04 work program are presented below.

Bureau	Highlights	R2010 Campaigns Supported	Projected Completion
Industrial Development	Complete Empire Zone Boundary Amendment	#6 - Economic Vitality	First Quarter
Neighborhood Commercial Development	Implement Entrepreneur Development Program	#6 - Economic Vitality	Fourth Quarter
Business Support & Development	Begin construction of Mixed Use project at 130 East Avenue	#6 - Economic Vitality #8 - Tourism Destination #10 - Center City	Second Quarter

Year-to-Year Comparison

Bureau	Budget 2002-03	Budget 2003-04	Change	Percent Change
Administration	429,000	423,100	-5,900	-1.4%
Industrial Development	386,000	405,600	19,600	5.1%
Neighborhood Commercial Development	390,800	406,800	16,000	4.1%
Business Support & Development	220,200	174,700	-45,500	-20.7%
Municipal Parking	<u>1,902,400</u>	<u>1,853,000</u>	<u>-49,400</u>	-2.6%
Total	3,328,400	3,263,200	-65,200	-2.0%
Employee Years	27.2	26.2	-1.0	-3.7%

Change Detail

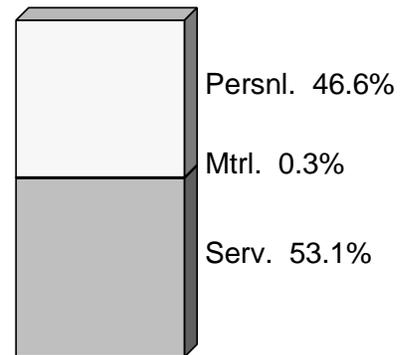
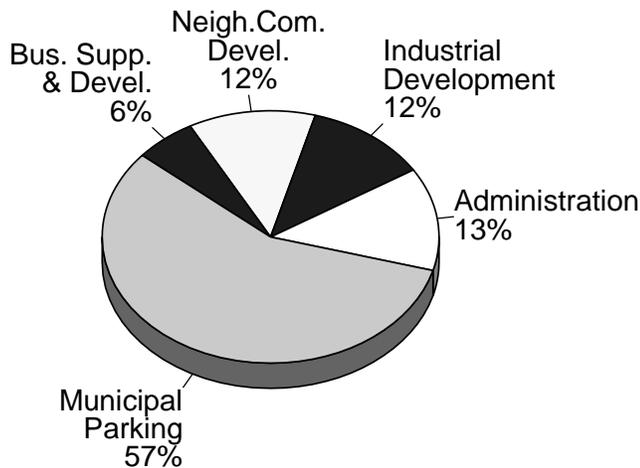
Salary & Wage Adjustment	General Inflation	Chargebacks	Vacancy Allowance	Miscellaneous	Major Change	Total
61,400	4,400	-93,400	0	700	-38,300	-65,200

Major Change

A position is eliminated due to budget constraints	-57,600
An increase in parking garage utility expense is anticipated	34,200
Professional fees are reduced due to budget constraints	-13,500
Productivity improvements result in savings	-2,900
An increase in service costs by other governments is anticipated	1,500

**ECONOMIC DEVELOPMENT DEPARTMENT
EXPENDITURE SUMMARY**

	<u>Actual 2001-02</u>	<u>Estimated 2002-03</u>	<u>Amended 2002-03</u>	<u>Approved 2003-04</u>
Appropriation by Major Object				
Personnel Expenses	1,647,250	1,427,000	1,515,600	1,519,500
Materials & Supplies	17,404	10,000	10,000	10,000
Services	2,483,786	1,835,100	1,802,800	1,733,700
Other	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	4,148,440	3,272,100	3,328,400	3,263,200
Appropriation by Activity				
Administration	426,165	463,400	429,000	423,100
Industrial Development	434,358	393,300	386,000	405,600
Neighborhood Commercial Development	727,640	343,700	390,800	406,800
Business Support & Development	152,312	197,600	220,200	174,700
Municipal Parking	<u>2,407,965</u>	<u>1,874,100</u>	<u>1,902,400</u>	<u>1,853,000</u>
Total	4,148,440	3,272,100	3,328,400	3,263,200
Employee Years by Activity				
Administration	2.9	3.1	3.1	3.1
Industrial Development	8.3	6.9	6.9	6.9
Neighborhood Commercial Development	6.4	5.9	6.9	6.9
Business Support & Development	3.6	3.9	4.9	3.9
Municipal Parking	<u>18.0</u>	<u>4.4</u>	<u>5.4</u>	<u>5.4</u>
Total	39.2	24.2	27.2	26.2



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.

Performance Indicators

	Actual <u>2001-02</u>	Estimated <u>2002-03</u>	Budget <u>2002-03</u>	Budget <u>2003-04</u>
DEMAND				
Industrial businesses (manufacturing & wholesale, est.)	1,200	1,221	1,221	1,221
WORKLOAD				
Business assistance requests:				
• Technical assistance	400	480	425	450
• Financial assistance	150	127	160	160
• Empire Zone Assistance	<u>150</u>	<u>120</u>	<u>100</u>	<u>130</u>
Total	700	727	685	740
Industrial financial assistance applications processed	40	56	52	60
Empire Zone certification applications processed	46	57	40	50
RESULTS				
Industrial financial assistance applications approved	28	38	36	40
Empire Zone certification applications approved	46	57	40	50
Total Investment (\$000)	56,151	56,000	47,000	50,000
Jobs generated:				
• Created	1,365	880	1,100	1,100
• Retained	1,407	1,495	1,480	1,480
Minority/Women's Business Enterprise financial applications approved	4	5	7	7

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.

Performance Indicators

	<u>Actual 2000-01</u>	<u>Estimated 2002-03</u>	<u>Budget 2002-03</u>	<u>Budget 2003-04</u>
DEMAND				
Commercial businesses (retail & service, est.)*	5,920	5,736	5,920	5,736
WORKLOAD				
Business assistance requests:				
•Technical assistance	2,890	2,400	2,400	2,450
•Financial assistance	<u>510</u>	<u>395</u>	<u>395</u>	<u>395</u>
Total	3,400	2,795	2,795	2,845
Commercial financial assistance applications received and processed	50	66	42	70
Business associations supported	16	16	16	16
Minority/Women's Business Enterprise financial applications processed	35	45	33	45
Historically Under-utilized Businesses (HUB) Zone certification applications received	N/A	28	14	14
Entrepreneur Development Program applications received	N/A	50	30	50
RESULTS				
Commercial financial assistance applications approved	49	59	38	62
Investment (\$000)	1,972	3,348	3,300	3,550
Job generated				
•Created	113	65	65	65
•Retained	220	232	200	248
Minority/Women's Business Enterprise financial applications approved	34	40	25	40
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	16
Historically Under-utilized Businesses (HUB) Zone certifications approved	N/A	15	7	7
Entrepreneur Development Program enrollees	N/A	20	20	20
Entrepreneur Development Program businesses started	N/A	N/A	16	4

N/A - Not Applicable

*New tracking system impacts quality of indicators measured (Claritas)

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.

Performance Indicators

	<u>Actual</u> <u>2001-02</u>	<u>Estimated</u> <u>2002-03</u>	<u>Budget</u> <u>2002-03</u>	<u>Budget</u> <u>2003-04</u>
WORKLOAD				
Professional service contracts developed	15	10	5	10
Analyses of potential development sites	5	8	4	5
RESULTS				
Professional service contracts completed	15	10	5	10
Development projects completed	12	7	8	7
Investment (\$000)	37,016	44,357	59,490	31,255
Jobs generated				
•Created	182	678	715	673
•Retained	133	908	1,073	235

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 18 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 and monitors the Downtown Guides program contract.

Program Change

Mortimer Street garage closed in January 2003. Metered Lot #3 converted to a surfaced parking lot during 2002-03.

Performance Indicators

	<u>Actual</u> <u>2001-02</u>	<u>Estimated</u> <u>2002-03</u>	<u>Budget</u> <u>2002-03</u>	<u>Budget</u> <u>2003-04</u>
DEMAND				
Parking spaces:				
• Garages	9,363	8,743	9,363	8,743
• Lots	1,759	1,799	1,759	1,799
• Street meters and metered lots	<u>1,573</u>	<u>1,533</u>	<u>1,517</u>	<u>1,415</u>
Total	12,695	12,075	12,639	11,957
WORKLOAD				
Garage operations audits performed	12	16	16	16
Contracts prepared & monitored	47	31	35	31
RESULT				
Annual car counts				
• Garages	2,772,500	2,667,000	2,829,400	2,602,000
• Lots (Not Metered) estimated	198,400	202,900	198,400	202,900
• Street Meters & Metered Lots	<u>207,600</u>	<u>186,800</u>	<u>200,244</u>	<u>186,800</u>
Total	3,178,500	3,056,700	3,228,044	2,991,700

ECONOMIC DEVELOPMENT DEPARTMENT
PERSONNEL SUMMARY

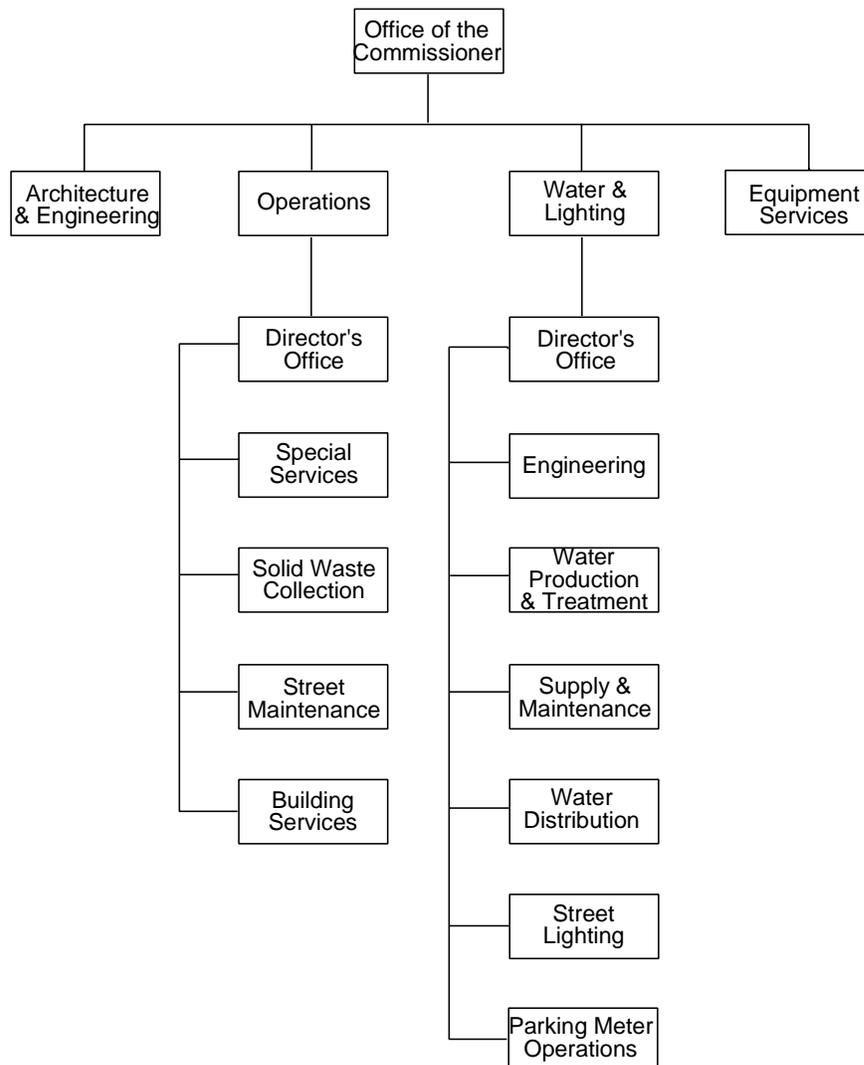
FULL TIME POSITIONS				Administration	Industrial Development	Neighborhood Commercial Development	Business Support & Development	Municipal Parking
Br.	Title	Budget 2002-03	Approved 2003-04					
36		1	1	1				
33	Assistant Commissioner	1	1			1		
28	Manager of Municipal Parking	1	1					1
26	Economic Development Manager	4	4		2	1	1	
24	Associate Program Assistant	1	1		1			
24	Marketing Specialist	0	2			2		
24	Marketing Specialist Bilingual	0	1			1		
24	Senior Administrative Analyst	1	1	1				
24	Senior Economic Dev. Specialist	10	7		3	1	3	
24	Senior Economic Dev. Specialist Bilingual	1	0					
23	Senior Management Analyst	1	1					1
18	Secretary to Commissioner	1	1	1				
15	Accountant	1	1					1
14	Field Auditor	1	1					1
11	Secretary	2	2		1	1		
9	Clerk II with Typing	1	1					1
EMPLOYEE YEARS								
Full Time		27.0	26.0	3.0	7.0	7.0	4.0	5.0
Overtime		0.0	0.0	0.0	0.0	0.0	0.0	0.0
Part Time, Temporary, Seasonal		0.6	0.6	0.1	0.0	0.0	0.0	0.5
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		27.2	26.2	3.1	6.9	6.9	3.9	5.4

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.



DEPARTMENT OF ENVIRONMENTAL SERVICES

Highlights of the Department of Environmental Services 2003-04 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	Complete soil and groundwater cleanup at APCO site	#4 - Environmental Stewardship	Second Quarter
	Begin remedial design phase of Photech site	#4 - Environmental Stewardship	Third Quarter
Architecture & Engineering	Complete conceptual design of new Water & Lighting operations facility	#7 - Quality Service	First Quarter
	Complete construction of Ferry Terminal	#7 - Quality Service #8 - Tourism Destination	Fourth Quarter
Operations	Commence collection of additional recyclable materials	#7 - Quality Service	First Quarter
	Continue citywide toter replacement program	#7 - Quality Service	First Year of a Three Year Program
Water & Lighting	Complete Phase I design of conduit replacement	#7 - Quality Service	Fourth Quarter
	Complete design of additional phases of conduit cathodic implementation	#7 - Quality Service	Fourth Quarter
	Complete citywide hydrant lock program	#7 - Quality Service	Fourth Quarter
Equipment Services	Begin program to augment city fleet with alternative fuel vehicles	#4 - Environmental Stewardship	First Quarter

Year-to-Year Comparison

<u>Bureau</u>	<u>2002-03</u>	<u>2003-04</u>	<u>Change</u>	<u>Percent Change</u>
Office of the Commissioner	3,332,900	3,267,200	-65,700	-2.0%
Architecture & Engineering	3,742,600	3,810,600	68,000	1.8%
Operations	33,874,100	33,335,200	-538,900	-1.6%
Water & Lighting	24,008,300	24,335,800	327,500	1.4%
Equipment Services	<u>6,193,400</u>	<u>6,257,000</u>	<u>63,600</u>	1.0%
Total	71,151,300	71,005,800	-145,500	-0.2%
Less: Intrafund Credit*	<u>2,688,700</u>	<u>2,653,600</u>	<u>-35,100</u>	-1.3%
	68,462,600	68,352,200	-110,400	-0.2%
Employee Years	757.1	749.4	-7.7	-1.0%

*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>
991,500	151,900	396,300	13,900	47,000	-1,711,000	-110,400

Major Change

As proposed by the Mayor:

Renegotiation of tipping fee with Monroe County results in savings	-480,900
In lieu of depreciation decreases in Local Works Fund due to operating and capital cost increases	-432,500
Energy cost savings are results of initiatives from New York Power Authority and the energy efficiency of the Public Safety Building	-307,800
Net effect of personnel changes	-277,000
Assessment reductions on upland properties results in reduced expenses	-226,000
Various grant expenditures are not repeated	-159,300
Increase in provision for uncollectible expense in the Water Fund	106,000
Utilities allocation increases for cathodic protection program	84,000
Reduction in consulting and training fees due to budget constraints	-83,300
Productivity improvements results in savings	-79,000
Increased expenses result from escalating contractor costs in the sidewalk and roadway plowing contracts	64,700
Increase allocations for maintenance of Public Safety Building	61,000
Increase allocation for renewed Chip Seal activity	55,700
Increase funding for improved ice control measures on residential streets	49,100

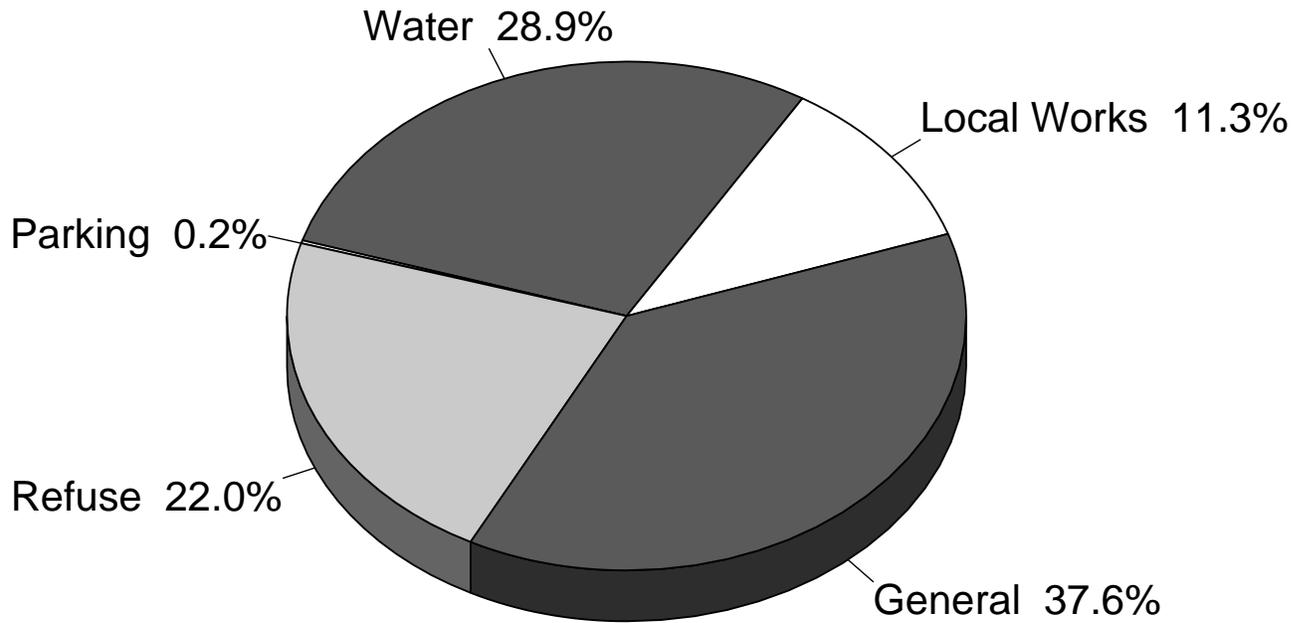
As amended by City Council:

Restoration of Park Patrol services	30,000
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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	1,897,900	217,700	651,300	0	500,300	3,267,200
Architecture & Engineering	3,669,600	141,000				3,810,600
Operations:						
Director's Office	762,000				84,900	846,900
Solid Waste Collection					14,543,900	14,543,900
Special Services	1,916,400	7,680,600			478,100	10,075,100
Street Maintenance	2,090,200					2,090,200
Building Services	<u>5,779,100</u>					<u>5,779,100</u>
	10,547,700	7,680,600			15,106,900	33,335,200
Water & Lighting:						
Water Fund Operating Units and Fixed Charges			19,839,900			19,839,900
Street Lighting	4,336,100					4,336,100
Parking Meter Operations				<u>159,800</u>		<u>159,800</u>
	4,336,100		19,839,900	159,800		24,335,800
Equipment Services	<u>6,257,000</u>					<u>6,257,000</u>
Subtotal	26,708,300	8,039,300	20,491,200	159,800	15,607,200	71,005,800
Less Intrafund Credits:						
- Building Services	583,600					583,600
- Equipment Services	<u>2,070,000</u>					<u>2,070,000</u>
Net Total	24,054,700	8,039,300	20,491,200	159,800	15,607,200	68,352,200

OPERATING BUDGET BY FUND



Note: Does not reflect intrafund credits

**DEPARTMENT OF ENVIRONMENTAL SERVICES
EXPENDITURE SUMMARY**

	Actual <u>2001-02</u>	Estimated <u>2002-03</u>	Amended <u>2002-03</u>	Approved <u>2003-04</u>
Appropriation by Major Object				
Personnel Expenses	28,106,996	29,395,300	29,611,819	30,413,300
Materials & Supplies	5,446,579	6,355,000	6,124,903	6,234,800
Services	28,171,140	28,332,400	28,083,478	27,353,100
Other	<u>6,254,076</u>	<u>6,138,500</u>	<u>7,331,100</u>	<u>7,004,600</u>
Total	67,978,791	70,221,200	71,151,300	71,005,800
Less: Intrafund Credit*	<u>2,826,544</u>	<u>2,688,700</u>	<u>2,688,700</u>	<u>2,653,600</u>
Total	65,152,247	67,532,500	68,462,600	68,352,200

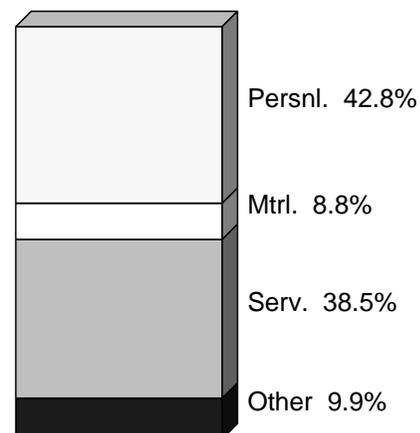
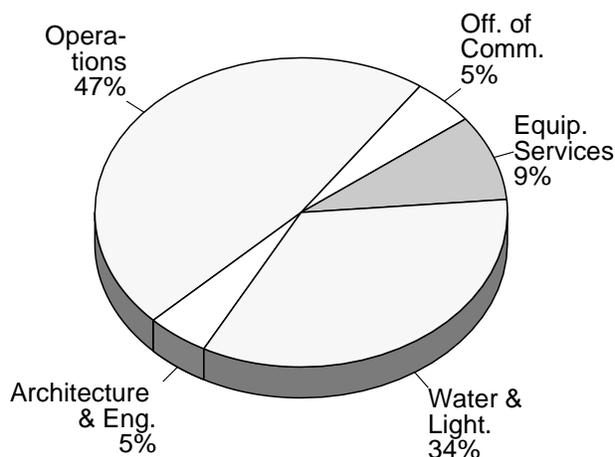
Appropriation by Activity

Office of the Commissioner	3,196,184	3,152,100	3,332,900	3,267,200
Architecture & Engineering	3,500,773	3,607,300	3,742,600	3,810,600
Operations	30,562,003	33,532,300	33,874,100	33,335,200
Water & Lighting	24,615,618	23,775,200	24,008,300	24,335,800
Equipment Services	<u>6,104,213</u>	<u>6,154,300</u>	<u>6,193,400</u>	<u>6,257,000</u>
Total	67,978,791	70,221,200	71,151,300	71,005,800
Less: Intrafund Credit*	<u>2,826,544</u>	<u>2,688,700</u>	<u>2,688,700</u>	<u>2,653,600</u>
Total	65,152,247	67,532,500	68,462,600	68,352,200

Employee Years by Activity

Office of the Commissioner	75.6	68.1	68.1	66.9
Architecture & Engineering	71.2	70.0	69.6	68.8
Operations	380.1	370.7	385.1	378.6
Water & Lighting	159.3	154.6	154.7	157.8
Equipment Services	<u>81.3</u>	<u>81.0</u>	<u>79.6</u>	<u>77.3</u>
Total	767.5	744.4	757.1	749.4

*Reflects chargebacks for telephone and motor equipment services



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
Complete soil and groundwater cleanup at APCO site	#4 - Environmental Stewardship	Second Quarter
Begin 80-100 Charlotte Street cleanup	#4 - Environmental Stewardship	Second Quarter
Conduct annual citizen survey	#7 - Quality Service	Second Quarter
Begin remedial design phase of Photech site	#4 - Environmental Stewardship	Third Quarter
Complete third party facility compliance audit program	#4 - Environmental Stewardship	Third Quarter
Conduct environmental stewardship sector outreach meetings	#4 - Environmental Stewardship	Third Quarter

Year-to-Year Comparison

	<u>2002-03</u>	<u>2003-04</u>	<u>Change</u>
Budget	3,332,900	3,267,200	-65,700
Employee Years	68.1	66.9	-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>
124,800	4,600	-11,800	0	-6,800	-176,500	-65,700

Major Change

As proposed by the Mayor:

A full time administrative position is eliminated as an economy measure	-64,500
The Office of Customer Satisfaction is reduced by one full time and part time position due to budget constraints	-48,000
Eliminate risk management consulting fees	-48,000
One time funding for security assessment is not repeated	-20,200
Reduce contract training expenses due to budget constraints	-13,100
Funding for the "Book For All Seasons" magnets is eliminated as an economy measure	-6,000
A net decrease in funding for non-full time positions	-3,800
Productivity improvements result in savings	-2,900

As amended by City Council:

Restoration of Parks Patrol services	30,000
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DEPARTMENT OF ENVIRONMENTAL SERVICES
OFFICE OF THE COMMISSIONER

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</u> <u>2001-02</u>	<u>Estimated</u> <u>2002-03</u>	<u>Budget</u> <u>2002-03</u>	<u>Budget</u> <u>2003-04</u>
DEMAND				
Phase I site assessments requested	96	9	23	23
Preliminary site assessments requested*	1,384	1,999	1,400	1,700
Freedom of information and site information requests	137	150	100	150
WORKLOAD				
Phase I site assessments completed	50	55	23	23
Preliminary site assessments completed*	1,384	1,999	1,400	1,700
Freedom of information and site information requests	137	150	100	150
Waste management projects completed	57	60	45	45
Tons of waste material treated or sent for disposal	23,116	14,500	12,500	10,000
Inspections of City facilities completed**	135	24	24	24
Spill responses completed	10	10	18	10
NY cleanup agreements and orders	11	11	10	11
Remedial systems operating	10	12	12	13
Environmental stewardship meetings	60	50	39	62
EFFICIENCY				
Cleanup cost per acre (\$):				
● Planned residential site reuse	129,000	528,000	167,000	250,000
● Planned commercial/industrial reuse	0	235,000	150,000	154,000
RESULTS				
Sites remediated	1	3	2	5
Acres remediated	1.4	8.1	5.0	11.5

*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, the Auto Pound, and 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	<u>Actual 2001-02</u>	<u>Estimated 2002-03</u>	<u>Budget 2002-03</u>	<u>Budget 2003-04</u>
DEMAND				
City residents	219,800	219,800	219,800	219,800
Customer Accounts				
• Water	61,198	61,149	61,300	61,200
• Refuse	55,754	55,520	55,600	55,300
WORKLOAD				
Number of telephone calls received*	132,731	124,834	140,000	132,000
Number of service requests taken	20,060	17,458	23,000	20,000
Number of complaints taken	20,455	21,157	24,000	20,000
Customer satisfaction surveys conducted	2	3	3	3
Water billings rendered	257,208	259,527	264,000	259,000
Commercial refuse billings rendered	11,069	11,016	11,200	11,000
RESULTS				
Percent of telephone calls answered within 30 seconds	93.0	91.0	90.0	90.0
Repeat complaints as a percentage of total complaints received	0.8	0.4	1.0	0.5
Level of customer satisfaction as measured by quality assurance callbacks (percent)	89.0	85.0	90.0	90.0

*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

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.

DEPARTMENT OF ENVIRONMENTAL SERVICES
OFFICE OF THE COMMISSIONER

Performance Indicators	<u>Actual</u> <u>2001-02</u>	<u>Estimated</u> <u>2002-03</u>	<u>Budget</u> <u>2002-03</u>	<u>Budget</u> <u>2003-04</u>
DEMAND				
Full time positions authorized in department	663.0	664.0	664.0	658.0
Part time, temporary, seasonal equivalents	<u>37.1</u>	<u>37.2</u>	<u>37.2</u>	<u>35.8</u>
Total	700.1	701.2	701.2	693.8
WORKLOAD				
Individuals participating in training sessions:				
● Quality tools	323	497	450	300
● Computer-related knowledge	75	11	45	25
● Telephone techniques	0	0	25	25
● Supervisory skills	109	96	65	60
● Defensive driving techniques	143	135	275	175
● Safety & Wellness	82	80	60	30
● Equipment training	412	400	400	400
New employees participating in orientation program	29	28	30	30
RESULTS				
Occupational Safety and Health Administration (OSHA) reportable accidents	142	115	135	125
Safe driving awards issued as a percentage of eligible drivers	88.6	81.7	85.0	85.0

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.

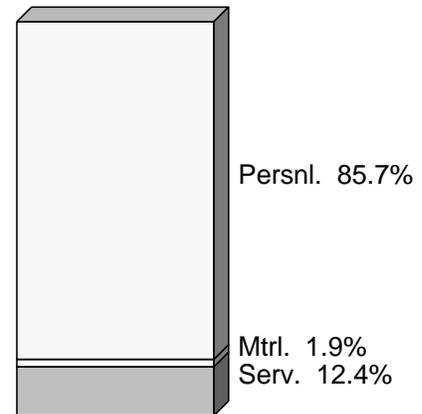
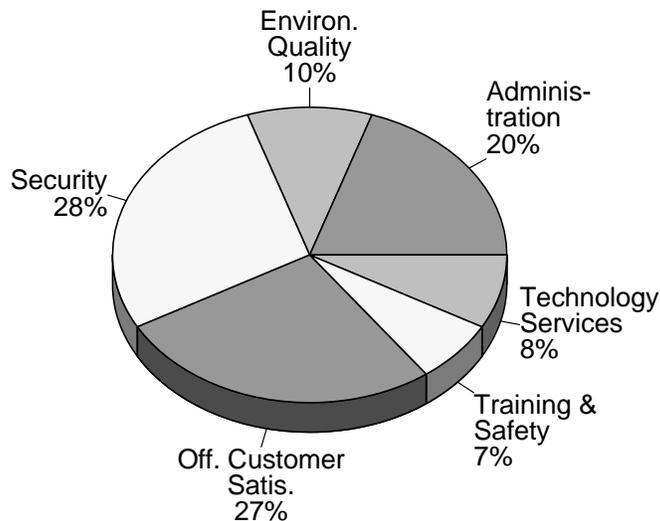
DEPARTMENT OF ENVIRONMENTAL SERVICES
OFFICE OF THE COMMISSIONER
EXPENDITURE SUMMARY

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	Actual <u>2001-02</u>	Estimated <u>2002-03</u>	Amended <u>2002-03</u>	Approved <u>2003-04</u>
Appropriation by Major Object				
Personnel Expenses	2,682,678	2,645,800	2,760,500	2,801,400
Materials & Supplies	75,996	57,300	65,800	61,800
Services	437,510	449,000	506,600	404,000
Other	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	3,196,184	3,152,100	3,332,900	3,267,200

Appropriation by Activity				
Administration	593,624	588,200	639,700	638,200
Environmental Quality	308,230	311,100	319,700	324,000
Security	920,474	886,900	884,400	930,600
Office of Customer Satisfaction	838,614	865,900	893,700	858,400
Training & Safety	307,276	254,700	308,800	242,200
Technology Services	<u>227,966</u>	<u>245,300</u>	<u>286,600</u>	<u>273,800</u>
Total	3,196,184	3,152,100	3,332,900	3,267,200

Employee Years by Activity				
Administration	9.2	8.3	9.3	9.1
Environmental Quality	4.6	5.0	5.0	5.0
Security	33.8	28.3	27.4	28.4
Office of Customer Satisfaction	17.5	17.4	17.3	15.9
Training & Safety	5.2	5.1	4.1	4.1
Technology Services	<u>5.3</u>	<u>4.0</u>	<u>5.0</u>	<u>4.4</u>
Total	75.6	68.1	68.1	66.9



**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 2002-03	Approved 2003-04						
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 Information System Analyst	1	0						
29	Principal Staff Assistant	1	2	1					1
27	Superintendent of Security	1	1			1			
26	Associate Administrative Analyst	1	0						
26	Human Resource Coordinator	0	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	3	2	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	Supervising Service Representative	1	1				1		
16	Supervising Security Guard	3	3			3			
14	Senior Human Resource Associate	1	1					1	
13	Administrative Secretary	1	1	1					
10	Service Representative	9	8				8		
10	Service Representative Bilingual	2	2				2		
9	Clerk II	1	1	0.5	0.5				
6	Receptionist Typist	1	1	1					
18	Secretary to the Commissioner	1	1	1					
57	Senior Security Guard	4	4			4			
52	Security Guard	16	16			16			
EMPLOYEE YEARS									
Full Time		61.0	59.0	8.5	4.5	24.0	14.0	4.0	4.0
Overtime		3.4	3.8	0.0	0.0	2.6	1.1	0.1	0.0
Part Time, Temporary, Seasonal		3.7	4.1	0.6	0.5	1.8	0.8	0.0	0.4
Less: Vacancy Allowance		0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total		68.1	66.9	9.1	5.0	28.4	15.9	4.1	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 2003-04 work plan includes the following:

Objective	R2010 Campaigns Supported	Projected Completion
Complete design of Port of Rochester Phase I Riverfront Development - River Street	#6 - Economic Vitality #7 - Quality Service	First Quarter
Begin reconstruction of Chili Avenue (West Avenue to City line)	#7 - Quality Service	First Quarter
Complete conceptual design of new Water & Lighting operations facility	#7 - Quality Service	First Quarter
Complete construction of Ferry Terminal	#7 - Quality Service #8 - Tourism Destination	Fourth Quarter
Complete design of roof renovations at City Hall	#7 - Quality Service	Fourth Quarter
Complete final design of West Ridge Road (Hansford Landing to Veterans' Memorial Bridge)	#7 - Quality Service	Fourth Quarter

Year-to-Year Comparison

	<u>2002-03</u>	<u>2003-04</u>	<u>Change</u>
Budget	3,742,600	3,810,600	68,000
Employee Years	69.6	68.8	-0.8

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>
117,300	2,500	700	-2,500	5,000	-55,000	68,000

Major Change

An Engineer position is eliminated due to budget constraints -55,000

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 (NBN4) action steps assigned to the Bureau, and the development of measures to chart performance trends for the City's quality initiatives.

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

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 2001-02</u>	<u>Estimated 2002-03</u>	<u>Budget 2002-03</u>	<u>Budget 2003-04</u>
WORKLOAD				
Projects designed (\$000,000):				
• In-house	1.05	.20	1.27	.50
• Consultant	13.46	16.28	7.60	11.00

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 2001-02</u>	<u>Estimated 2002-03</u>	<u>Budget 2002-03</u>	<u>Budget 2003-04</u>
DEMAND				
Total contracts	28	30	29	42
Value of projects to be inspected (\$000,000)	26.76	27.73	22.00	43.80
WORKLOAD				
Contracts inspected:				
• In-house	9	12	9	9
• Consultant	19	18	20	33
Value of projects inspected (\$000,000):				
• In-house	3.94	4.05	3.80	3.80
• Consultant	22.82	23.68	18.20	40.00

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.

Performance Indicators	<u>Actual 2001-02</u>	<u>Estimated 2002-03</u>	<u>Budget 2002-03</u>	<u>Budget 2003-04</u>
DEMAND				
Property parcels in City	67,364	67,350	67,500	67,300
Street miles (centerline)	539	539	539	539
City survey monuments	5,810	5,850	5,820	5,820
Property line miles (Upland)	75	75	75	75
WORKLOAD				
Miles of topographic street surveys	3.48	5.70	3.50	4.70
Monuments recentered through construction	53	55	55	55
Monuments maintained	780	800	800	800
Official map changes made	166	150	200	170
Deeds processed	6,957	6,900	6,900	6,900
Subdivision requests reviewed	121	110	110	110
Non-street surveys completed	23	20	20	20

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.

Program Change

Adoption of the new zoning code on January 1, 2003 moved the responsibility for Official Map Amendments from Department of Community Development/Bureau of Zoning to this office.

Performance Indicators	<u>Actual 2001-02</u>	<u>Estimated 2002-03</u>	<u>Budget 2002-03</u>	<u>Budget 2003-04</u>
DEMAND				
Permit applications received	1,597	1,450	1,400	1,400
WORKLOAD				
Permits issued	1,557	1,400	1,300	1,300
Permit inspections performed	2,449	2,160	2,300	2,150
Site inspections in response to inquiries	425	400	400	400
Notice and Orders issued	193	105	135	125
Street restorations tested for compliance	87	70	70	70
Official Map Amendments	N/A	6	N/A	13
RESULTS				
Percent of tested street restorations in compliance with standards and specifications	76	77	75	77

N/A - Not Applicable

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.

Performance Indicators	<u>Actual 2001-02</u>	<u>Estimated 2002-03</u>	<u>Budget 2002-03</u>	<u>Budget 2003-04</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	4.02	5.90	4.64	5.10
Miles of street improvements designed:				
● In-house	5.90	5.25	1.88	1.88
● Consultants	6.36	6.75	1.96	1.96

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

Performance Indicators	<u>Actual 2001-02</u>	<u>Estimated 2002-03</u>	<u>Budget 2002-03</u>	<u>Budget 2003-04</u>
Value of street improvement projects designed (\$000,000):				
● In-house	4.07	5.00	3.96	3.50
● Consultants	13.19	16.03	8.85	8.85
Sidewalks investigated (000,000 sq. ft)	9.27	14.63	8.91	9.31
RESULTS				
Centerline miles resurfaced (%)	0.83	1.10	0.86	0.95
Sidewalk improved (000,000 sq. ft.)	0.17	0.26	0.18	0.18

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 2001-02</u>	<u>Estimated 2002-03</u>	<u>Budget 2002-03</u>	<u>Budget 2003-04</u>
DEMAND				
City building inventory	190	186	190	186
Facilities in building renovation program	158	159	158	158
Municipal parking garages	9	9	9	9
WORKLOAD				
Technical surveys and reports	14	10	19	15
Projects designed:				
● In-house	15	31	22	23
● Consultant	9	8	18	7
Construction contracts administered:				
● In-house	27	43	53	29
● Consultant	9	10	17	19
Value of projects designed (\$000,000):				
● In-house	0.98	1.93	1.60	1.21
● Consultant	4.82	3.92	3.00	4.40
Value of construction contracts administered (\$000,000)				
● In-house	1.08	1.72	1.73	1.37
● Consultant	10.81	1.85	2.93	3.92
Building surveys conducted	34.00	83.00	N/A	82.00

N/A - Not Applicable

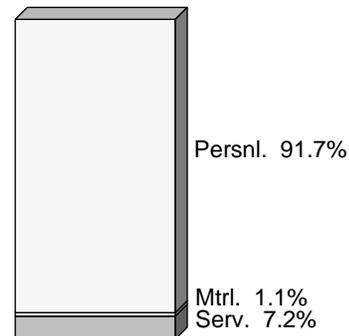
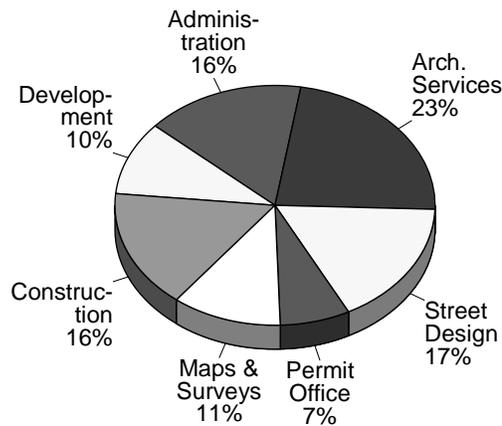
DEPARTMENT OF ENVIRONMENTAL SERVICES
BUREAU OF ARCHITECTURE & ENGINEERING
EXPENDITURE SUMMARY

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Appropriation by Major Object	<u>Actual 2001-02</u>	<u>Estimated 2002-03</u>	<u>Amended 2002-03</u>	<u>Approved 2003-04</u>
Personnel Expenses	3,227,342	3,308,700	3,435,800	3,495,600
Materials & Supplies	23,024	32,400	38,600	39,100
Services	250,407	266,200	268,200	275,900
Other	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	3,500,773	3,607,300	3,742,600	3,810,600

Appropriation by Activity	<u>Actual 2001-02</u>	<u>Estimated 2002-03</u>	<u>Amended 2002-03</u>	<u>Approved 2003-04</u>
Administration	890,013	588,900	587,000	613,000
Development	0	337,700	359,300	370,500
Construction	589,610	580,800	578,100	594,600
Maps and Surveys	413,441	385,000	415,500	422,500
Permit Office	249,639	248,700	252,500	268,400
Street Design	550,051	608,700	616,500	641,100
Architectural Services	<u>808,019</u>	<u>857,500</u>	<u>933,700</u>	<u>900,500</u>
Total	3,500,773	3,607,300	3,742,600	3,810,600

Employee Years by Activity	2001-02	2002-03	2002-03	2003-04
Administration	6.5	6.2	6.1	6.1
Development	6.6	6.9	6.7	6.7
Construction	10.8	10.9	10.7	10.7
Maps and Surveys	8.9	8.9	8.8	8.8
Permit Office	6.0	6.0	5.8	6.0
Street Design	19.0	17.9	18.7	17.8
Architectural Services	<u>13.4</u>	<u>13.2</u>	<u>12.8</u>	<u>12.7</u>
Total	71.2	70.0	69.6	68.8



**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 2002-03	Approved 2003-04							
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	0	1	1						
26	Engineer III	5	4			3			1	
24	Architect	2	2							2
24	Engineer II	4	3						3	
24	Field Surveyor	1	1				1			
24	Permit Coordinator	1	1					1		
24	Senior Administrative Analyst	4	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	5	6					3	3	
15	Senior Engineering Technician/Structural	0	1		1					
15	Senior Landscape Technician	1	1		1					
15	Senior Survey Technician	3	3				3			
13	Administrative Secretary	1	1	1						
12	Engineering Technician	3	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		70.0	69.0	6.0	7.0	10.0	9.0	6.0	18.0	13.0
Overtime		1.8	1.9	0.0	0.0	1.1	0.2	0.2	0.3	0.1
Part Time, Temporary, Seasonal		1.1	1.1	0.4	0.0	0.1	0.0	0.1	0.3	0.2
Less: Vacancy Allowance		<u>3.3</u>	<u>3.2</u>	<u>0.3</u>	<u>0.3</u>	<u>0.5</u>	<u>0.4</u>	<u>0.3</u>	<u>0.8</u>	<u>0.6</u>
Total		69.6	68.8	6.1	6.7	10.7	8.8	6.0	17.8	12.7

DEPARTMENT OF ENVIRONMENTAL SERVICES
BUREAU OF OPERATIONS

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 2003-04 work plan includes the following:

Objective	R2010 Campaigns Supported	Projected Completion
Commence collection of additional recyclable materials	#7 - Quality Service	First Quarter
Complete installation of equipment to facilitate energy consumption reductions utilizing New York Power Authority Energy Services program	#7 - Quality Service	Fourth Quarter
Continue citywide totter replacement program	#7 - Quality Service	First Year of a Three Year Program

Year-to-Year Comparison

	<u>2002-03</u>	<u>2003-04</u>	<u>Change</u>
Budget	33,218,000	32,751,600	-466,400
Employee Years	385.1	378.6	-6.5

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>
457,300	41,400	178,300	9,700	32,700	-1,185,800	-466,400

DEPARTMENT OF ENVIRONMENTAL SERVICES
BUREAU OF OPERATIONS

Major Change

Renegotiation of tipping fee with Monroe County results in savings	-480,900
In lieu of depreciation expense decreases in Local Works Fund due to operating and capital cost increases	-432,500
Energy cost savings are result of initiatives from New York Power Authority and the energy efficiency of the Public Safety Building	-307,800
Net effect of personnel transactions	-122,900
Increased expenses result from escalating contractor costs in the sidewalk and roadway plowing contracts	64,700
Increase allocations for maintenance of the Public Safety Building	61,000
Increase allocation for renewed Chip Seal activity	55,700
Increase funding for improved ice control measures on residential streets	49,100
Rearload refurbishing project completed	-33,000
Additional rental expense of compactors for commercial customers is offset by commercial revenue	13,000
Eliminate "Book For All Seasons" magnets as an economy measure	-9,100
Allocation for training and seminars is reduced due to budget constraints	-8,600
Productivity improvements results in savings	-4,200

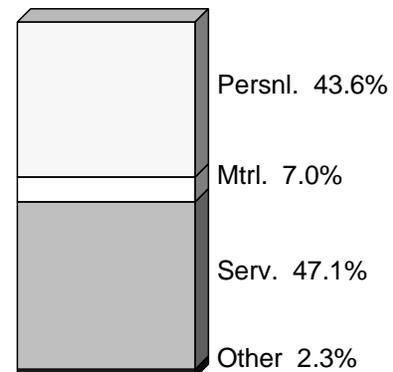
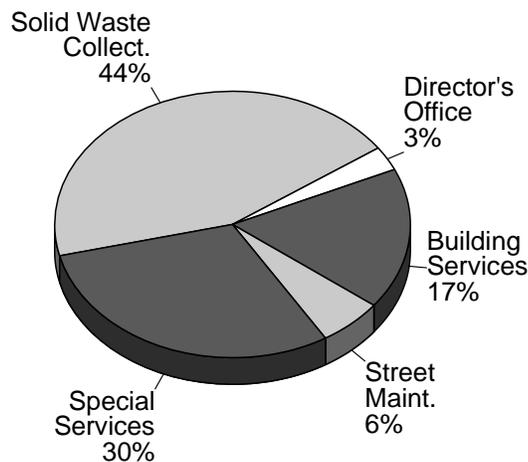
DEPARTMENT OF ENVIRONMENTAL SERVICES
BUREAU OF OPERATIONS
EXPENDITURE SUMMARY

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Appropriation by Major Object	Actual <u>2001-02</u>	Estimated <u>2002-03</u>	Amended <u>2002-03</u>	Approved <u>2003-04</u>
Personnel Expenses	13,312,173	14,206,000	14,146,400	14,531,200
Materials & Supplies	1,721,158	2,536,000	2,237,100	2,324,600
Services	15,528,672	16,790,300	16,298,000	15,719,300
Other	<u>0</u>	<u>0</u>	<u>1,192,600</u>	<u>760,100</u>
Total	30,562,003	33,532,300	33,874,100	33,335,200
Less: Intrafund Credit*	<u>962,294</u>	<u>656,100</u>	<u>656,100</u>	<u>583,600</u>
Total	29,599,709	32,876,200	33,218,000	32,751,600

Appropriation by Activity	Actual <u>2001-02</u>	Estimated <u>2002-03</u>	Amended <u>2002-03</u>	Approved <u>2003-04</u>
Director's Office	808,947	834,200	870,300	883,900
Solid Waste Collection	14,264,985	14,651,800	14,646,300	14,543,900
Special Services	7,529,178	10,549,900	10,443,900	10,038,100
Street Maintenance	2,096,666	1,884,700	1,975,600	2,090,200
Building Services	<u>5,862,227</u>	<u>5,611,700</u>	<u>5,938,000</u>	<u>5,779,100</u>
Total	30,562,003	33,532,300	33,874,100	33,335,200
Less: Intrafund Credit*	<u>962,294</u>	<u>656,100</u>	<u>656,100</u>	<u>583,600</u>
Total	29,599,709	32,876,200	33,218,000	32,751,600

Employee Years by Activity	Actual <u>2001-02</u>	Estimated <u>2002-03</u>	Amended <u>2002-03</u>	Approved <u>2003-04</u>
Director's Office	16.7	16.7	16.7	16.5
Solid Waste Collection	130.1	131.6	131.9	132.2
Special Services	117.7	117.8	123.3	118.8
Street Maintenance	40.5	34.8	37.0	37.7
Building Services	<u>75.1</u>	<u>69.8</u>	<u>76.2</u>	<u>73.4</u>
Total	380.1	370.7	385.1	378.6



**DEPARTMENT OF ENVIRONMENTAL SERVICES
OPERATIONS – DIRECTOR'S OFFICE**

The Director's Office is responsible for Bureau administration and Downtown District Services.

Year-to-Year Comparison

	<u>2002-03</u>	<u>2003-04</u>	<u>Change</u>
Budget	870,300	883,900	13,600
Employee Years	16.7	16.5	-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>
23,600	1,600	-10,200	0	-1,400	0	13,600

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 2001-02</u>	<u>Estimated 2002-03</u>	<u>Budget 2002-03</u>	<u>Budget 2003-04</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

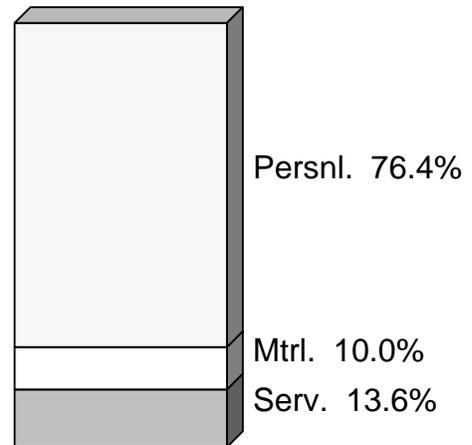
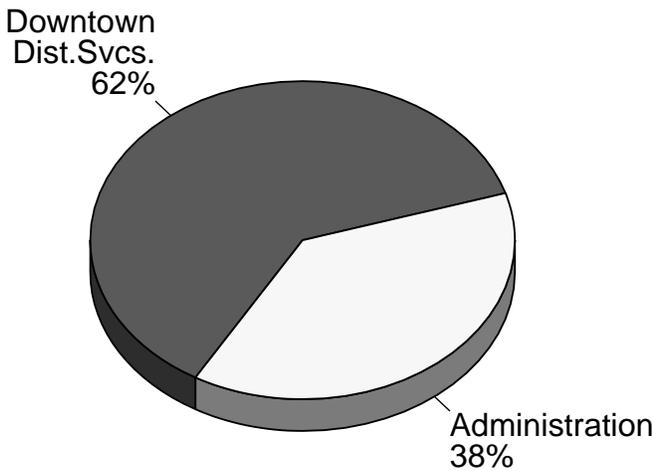
DEPARTMENT OF ENVIRONMENTAL SERVICES
OPERATIONS – DIRECTOR'S OFFICE

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Performance Indicators	<u>Actual 2001-02</u>	<u>Estimated 2002-03</u>	<u>Budget 2002-03</u>	<u>Budget 2003-04</u>
Weekly:				
● Bus shelters washed	16	16	16	16
● Trees watered (Zone I)	124	124	124	124
Annually:				
● Tree pits cleaned (Zone II & remainder of Central Business District)	933	933	933	933
Loose sidewalk pavers reset (est.)	3,275	3,300	2,500	3,300
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>2001-02</u>	<u>Estimated</u> <u>2002-03</u>	<u>Amended</u> <u>2002-03</u>	<u>Approved</u> <u>2003-04</u>
Appropriation by Major Object				
Personnel Expenses	622,155	639,400	651,900	675,500
Materials & Supplies	77,662	80,500	92,000	87,900
Services	109,130	114,300	126,400	120,500
Other	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	808,947	834,200	870,300	883,900
Appropriation by Activity				
Administration	327,906	330,100	336,100	337,000
Downtown District Services	<u>481,041</u>	<u>504,100</u>	<u>534,200</u>	<u>546,900</u>
Total	808,947	834,200	870,300	883,900
Employee Years by Activity				
Administration	4.1	4.1	4.1	4.0
Downtown District Services	<u>12.6</u>	<u>12.6</u>	<u>12.6</u>	<u>12.5</u>
Total	16.7	16.7	16.7	16.5



DEPARTMENT OF ENVIRONMENTAL SERVICES
 OPERATIONS – DIRECTOR'S OFFICE
 PERSONNEL SUMMARY

FULL TIME POSITIONS				Administration	Downtown District Services
Br.	Title	Budget 2002-03	Approved 2003-04		
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	3.2	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	16.7	16.5	4.0	12.5

**DEPARTMENT OF ENVIRONMENTAL SERVICES
OPERATIONS – SOLID WASTE COLLECTION DIVISION**

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>2002-03</u>	<u>2003-04</u>	<u>Change</u>
Budget	14,646,300	14,543,900	-102,400
Employee Years	131.9	132.2	0.3

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>
186,200	8,200	176,800	0	4,100	-477,700	-102,400

Major Change

Renegotiation of tipping fee with Monroe County results in savings	-480,900
Addition of a full time employee to replace an employee on full time union release	40,900
Rearload refurbishing project completed	-33,000
Additional rental expense for compactors for commercial customers is offset by commercial revenue	13,000
Eliminate "Book For All Seasons" magnets as an economy measure	-9,100
Allocation for training and seminars is reduced due to budget constraints	-8,600

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. Renegotiation of the tipping fee contract with Monroe County has resulted in savings.

Performance Indicators	<u>Actual 2001-02</u>	<u>Estimated 2002-03</u>	<u>Budget 2002-03</u>	<u>Budget 2003-04</u>
DEMAND				
Residential accounts	52,987	52,766	52,800	52,550
WORKLOAD				
Tons collected and disposed	99,020	101,300	101,300	101,300
EFFICIENCY				
Cost per ton disposed (\$)*	100.05	99.27	99.82	99.43

*Includes Operational and Undistributed expenses for this activity. Capital funds are not included.

DEPARTMENT OF ENVIRONMENTAL SERVICES
OPERATIONS – SOLID WASTE COLLECTION DIVISION

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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 2001-02</u>	<u>Estimated 2002-03</u>	<u>Budget 2002-03</u>	<u>Budget 2003-04</u>
DEMAND				
Commercial accounts	2,767	2,754	2,800	2,750
WORKLOAD				
Collections per week	3,175	3,160	3,200	3,150
Refuse collected and disposed (tons)	17,598	19,500	18,800	18,800
EFFICIENCY				
Cost per ton disposed (\$)*	133.90	138.07	140.29	141.35

*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, 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.

Program Change

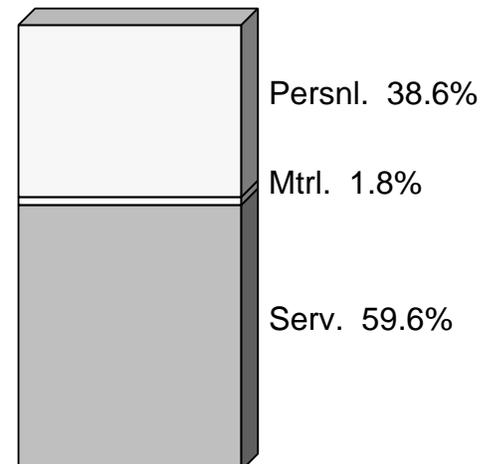
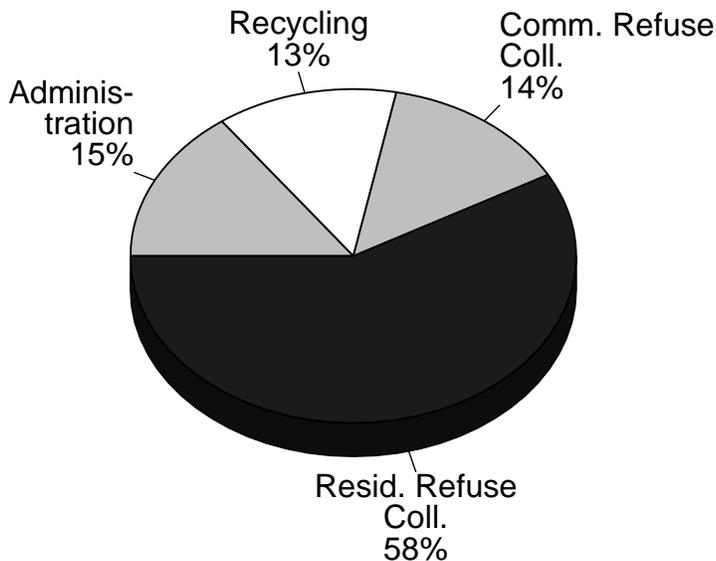
Recycling program expands to include collection of most low-grade paper items.

Performance Indicators	<u>Actual 2001-02</u>	<u>Estimated 2002-03</u>	<u>Budget 2002-03</u>	<u>Budget 2003-04</u>
DEMAND				
Residential & commercial accounts	55,754	55,520	55,600	55,300
WORKLOAD				
Material collected (tons):				
● Mixed recyclables (paper & containers)	7,575	7,600	9,200	9,800
● High grade paper	414	500	530	530
● White goods (appliances)	1,031	1,100	950	1,050
● Corrugated cardboard	1,035	1,100	1,200	1,200
● Leaf compost	483	450	1,000	800
● Wood chips & firewood	3,050	2,700	2,700	2,700
● Used tires	<u>1,536</u>	<u>1,550</u>	<u>1,400</u>	<u>1,450</u>
Material collected and recycled (tons)	15,124	15,000	16,980	17,530
Stone chips in "Give Back" program (tons)*	<u>1,200</u>	<u>600</u>	<u>500</u>	<u>1,200</u>
Total material recycled (tons)	16,324	15,600	17,480	18,730
RESULTS				
Estimated disposal expense avoided, excluding stone chips (\$)	756,200	750,000	849,000	806,400

*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.

**DEPARTMENT OF ENVIRONMENTAL SERVICES
OPERATIONS – SOLID WASTE COLLECTION DIVISION
EXPENDITURE SUMMARY**

	Actual <u>2001-02</u>	Estimated <u>2002-03</u>	Amended <u>2002-03</u>	Approved <u>2003-04</u>
Appropriation by Major Object				
Personnel Expenses	5,118,311	5,337,500	5,411,500	5,620,600
Materials & Supplies	241,641	244,500	256,900	252,100
Services	8,905,033	9,069,800	8,977,900	8,671,200
Other	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	14,264,985	14,651,800	14,646,300	14,543,900
Appropriation by Activity				
Administration	2,341,638	2,086,900	2,047,700	2,192,100
Residential Refuse Collection	8,506,885	8,644,300	8,742,200	8,430,000
Commercial Refuse Collection	1,859,422	2,174,500	2,144,800	2,082,000
Recycling	<u>1,557,040</u>	<u>1,746,100</u>	<u>1,711,600</u>	<u>1,839,800</u>
Total	14,264,985	14,651,800	14,646,300	14,543,900
Employee Years by Activity				
Administration	12.5	12.4	12.0	12.0
Residential Refuse Collection	63.4	63.4	64.0	63.9
Commercial Refuse Collection	21.5	22.1	23.1	22.5
Recycling	<u>32.7</u>	<u>33.7</u>	<u>32.8</u>	<u>33.8</u>
Total	130.1	131.6	131.9	132.2



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 2002-03	Approved 2003-04				
30	Refuse Operations Manager	0	1	1			
29	Refuse Operations Manager	1	0				
25	Operations Superintendent	1	1	1			
23	Asst. Operations Superintendent	4	4		3		1
23	Commercial Accounts Rep.	1	1			1	
18	Municipal Assistant	2	2	1			1
16	Administrative Assistant	0	1	1			
16	Fleet Maintenance Technician	1	1	1			
9	Clerk II	3	2	2			
69	Environmental Services Operator I	102	103		54	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	120.5	121.5	11.5	58.0	21.0	31.0
	Overtime	12.7	12.6	0.7	6.8	1.8	3.3
	Part Time, Temporary, Seasonal	0.6	0.0	0.0	0.0	0.0	0.0
	Less: Vacancy Allowance	1.9	1.9	0.2	0.9	0.3	0.5
	Total	131.9	132.2	12.0	63.9	22.5	33.8

**DEPARTMENT OF ENVIRONMENTAL SERVICES
OPERATIONS – SPECIAL SERVICES DIVISION**

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>2002-03</u>	<u>2003-04</u>	<u>Change</u>
Budget	10,443,900	10,038,100	-405,800
Employee Years	123.3	118.8	-4.5

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>
179,500	10,500	-120,500	10,100	5,300	-490,700	-405,800

Major Change

In lieu of depreciation decreases in Local Works Fund due to operating and capital cost increases	-432,500
Eliminate three field worker positions and a shared Operations Supervisor with Street Maintenance	-109,600
Create a position to function as code enforcement official/service truck operator	41,500
Increased expenses result from escalating contractor costs in the sidewalk and roadway plowing contracts	64,700
Redistribution of staff to Chip Seal activity from Lots & Yard Cleaning and Work Orders/Civic Events activities reduces expense in this activity	-62,000
Increase funding for improved ice control measures on residential streets	49,100
Overtime savings generated from reduced service truck hours	-35,800
A clerical position is transferred to Street Maintenance	-30,100
Increase level of downtown sidewalk snow cleanings for pedestrians	24,000

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.

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.

Performance Indicators	<u>Actual 2001-02</u>	<u>Estimated 2002-03</u>	<u>Budget 2002-03</u>	<u>Budget 2003-04</u>
DEMAND				
Units requiring maintenance:				
● City-owned vacant properties (lots and lots with structures)*	1,582	1,886	1,902	2,211
● Alleys	81	81	81	81
● Underpasses	42	42	42	42
WORKLOAD				
Properties maintained by:				
● City crews*	1,146	1,364	1,387	1,686
● Community groups*	436	522	515	525
Total lots maintained*	1,582	1,886	1,902	2,211
Cuttings/cleanings conducted by City crews	9,814	8,000	9,500	9,500
Alley cleanings	662	600	500	500
Underpass cleanings	277	300	300	300

*Budget 2002-03 numbers recalculated due to implementation of a lot inventory system.

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 2001-02</u>	<u>Estimated 2002-03</u>	<u>Budget 2002-03</u>	<u>Budget 2003-04</u>
DEMAND				
Curb miles:				
● Residential streets	781	781	781	781
● Arterial streets	277	277	277	277
WORKLOAD				
Curb miles swept per day:				
● Residential streets	79.4	143.7	125.0	137.5
● Arterial streets	130.4	159.2	117.7	153.4
RESULTS				
Percent of residential routes completed on schedule:				
● Residential streets	91.6	92.0	80.0	88.0
● Arterial streets	94.1	96.0	85.0	92.0

**DEPARTMENT OF ENVIRONMENTAL SERVICES
OPERATIONS – SPECIAL SERVICES DIVISION**

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 2001-02</u>	<u>Estimated 2002-03</u>	<u>Budget 2002-03</u>	<u>Budget 2003-04</u>
DEMAND				
Work orders received	2,244	2,000	2,000	2,000
Civic events requiring service:				
• Parades	16	16	16	16
• Other major events	80	70	70	70
• Neighborhood events	75	90	90	90
WORKLOAD				
Work orders completed	2,176	1,700	2,000	2,000
Adopt-a-Block areas monitored	26	32	27	28
Civic events serviced:				
• Parades	16	16	16	16
• Other major events	80	70	70	70
• Neighborhood events	75	90	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.

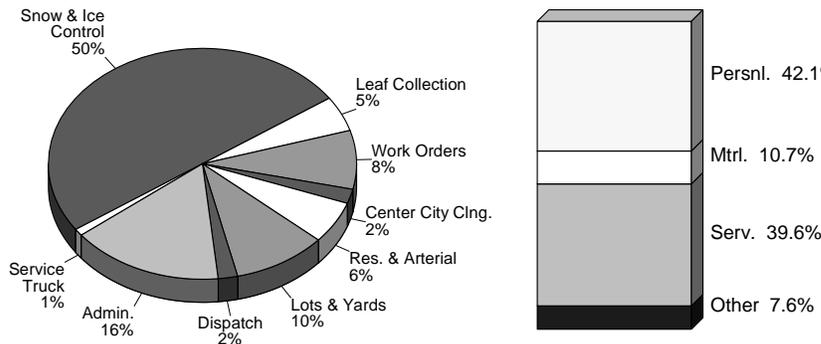
Performance Indicators	<u>Actual 2001-02</u>	<u>Estimated 2002-03</u>	<u>Budget 2002-03</u>	<u>Budget 2003-04</u>
DEMAND				
Snowfall (inches)	58.1	143.0	99.0	99.0
Lane miles of roadway salted	799.4	799.4	799.4	799.4
Lane miles of roadway plowed by City crews	676.4	676.4	676.4	676.4
Lane miles of roadway 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	12,922	40,541	24,000	25,536
Roadway plow runs	5	22	16	16
Sidewalk plow runs	4	14	8	8

DEPARTMENT OF ENVIRONMENTAL SERVICES
OPERATIONS – SPECIAL SERVICES DIVISION
EXPENDITURE SUMMARY

	Actual 2001-02	Estimated 2002-03	Amended 2002-03	Approved 2003-04
Appropriation by Major Object				
Personnel Expenses	3,763,658	4,386,600	4,182,200	4,230,900
Materials & Supplies	606,664	1,412,200	1,024,700	1,075,400
Services	3,158,856	4,751,100	4,044,400	3,971,700
Other	0	0	1,192,600	760,100
Total	<u>7,529,178</u>	<u>10,549,900</u>	<u>10,443,900</u>	<u>10,038,100</u>

Appropriation by Activity				
Administration	1,523,975	1,726,800	1,724,200	1,581,000
Service Truck	72,845	97,300	102,700	115,700
Dispatch	240,791	248,400	238,200	245,700
Center City Cleaning	231,137	247,200	288,300	231,000
Lots & Yards Cleaning	843,550	1,047,700	1,052,600	1,029,800
Residential & Arterial Sweeping	477,778	564,500	553,800	560,400
Work Orders & Civic Events	620,277	781,200	803,700	816,700
Leaf Collection	558,418	545,000	465,600	478,100
Snow & Ice Control	<u>2,960,407</u>	<u>5,291,800</u>	<u>5,214,800</u>	<u>4,979,700</u>
Total	<u>7,529,178</u>	<u>10,549,900</u>	<u>10,443,900</u>	<u>10,038,100</u>

Employee Years by Activity				
Administration	8.1	7.8	7.8	7.7
Service Truck	2.7	2.7	2.7	2.5
Dispatch	5.3	5.3	5.3	5.3
Center City Cleaning	8.7	8.6	8.4	6.3
Lots & Yards Cleaning	18.8	17.1	18.0	16.4
Residential & Arterial Sweeping	8.8	8.8	8.8	8.8
Work Orders & Civic Events	12.8	14.8	15.8	15.7
Leaf Collection	8.4	9.7	9.1	9.1
Snow & Ice Control	<u>44.1</u>	<u>43.0</u>	<u>47.4</u>	<u>47.0</u>
Total	<u>117.7</u>	<u>117.8</u>	<u>123.3</u>	<u>118.8</u>



**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 2002-03	Approved 2003-04									
30	Operations Manager	0	1	1								
29	Operations Manager	1	0									
25	Operations Superintendent	1	1	1								
23	Asst. Operations Superintendent	3	3					0.6	0.6	0.5	0.3	1
23	Computer Applications Specialist	0	1	1								
21	Service Truck Code Coordinator	0	1		1							
20	Supervising Dispatcher	1	1			1						
19	Operations Supervisor	4	4					1.1		1.1	0.4	1.4
19	Op. Supervisor, St. Maintenance	1.1	0.8									0.8
18	Municipal Assistant	1	1							1		
16	Administrative Assistant	1	0									
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	24.2	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	34.1	30.5		1		4.6	2.8	2.2	4.6	2.1	13.2
40	Mobile Equipment Operator III	1	1							0.6	0.1	0.3
EMPLOYEE YEARS												
	Full Time	82.3	77.8	7.3	2.0	4.5	5.2	7.9	8.8	10.6	5.0	26.5
	Overtime	28.8	27.0	0.6	0.5	0.9	0.8	1.3	0.2	2.3	3.1	17.3
	Part Time, Temporary, Seasonal	14.4	15.9	0.0	0.0	0.0	0.4	7.4	0.0	3.1	1.1	3.9
	Less: Vacancy Allowance	2.2	1.9	0.2	0.0	0.1	0.1	0.2	0.2	0.3	0.1	0.7
	Total	123.3	118.8	7.7	2.5	5.3	6.3	16.4	8.8	15.7	9.1	47.0

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.

Program Change

Chip Seal Program reduced in 2002-03 is fully restored.

Year-to-Year Comparison

	<u>2002-03</u>	<u>2003-04</u>	<u>Change</u>
Budget	1,975,600	2,090,200	114,600
Employee Years	37.0	37.7	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>
16,200	6,000	17,800	3,300	8,800	62,500	114,600

Major Change

Transfer of two field workers for Chip Seal activity and a clerical position from Special Services	93,400
Eliminate one field worker position, a support position, and a shared Operations Supervisor with Special Services	-86,600
Increased allocation for renewed Chip Seal activity	55,700

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 2001-02</u>	<u>Estimated 2002-03</u>	<u>Budget 2002-03</u>	<u>Budget 2003-04</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.)	318,167	216,000	216,000	700,000
Asphalt overlay work plan performed (sq. yds.)	7,885	10,000	10,000	10,000

**DEPARTMENT OF ENVIRONMENTAL SERVICES
OPERATIONS – STREET MAINTENANCE DIVISION**

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.

Performance Indicators	<u>Actual 2001-02</u>	<u>Estimated 2002-03</u>	<u>Budget 2002-03</u>	<u>Budget 2003-04</u>
DEMAND				
Bureau of Water & Lighting excavations	986	950	950	950
Private excavations and base failures	26	50	40	40
WORKLOAD				
Bureau of Water & Lighting excavations repaired	986	950	950	950
Private excavations and base failures repaired	26	50	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 2001-02</u>	<u>Estimated 2002-03</u>	<u>Budget 2002-03</u>	<u>Budget 2003-04</u>
DEMAND				
Repair requests received:				
• Trap doors	2	5	5	5
• Guardrails	1	10	10	10
• Sidewalk flags	1,479	1,425	1,425	1,425
• Gutters (ft.)	660	300	400	400
WORKLOAD				
Trap doors repaired	2	5	5	5
Guardrails repaired	1	10	10	10
Sidewalk flags replaced	1,479	1,425	1,425	1,425
Gutter replaced (ft.)	660	300	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.

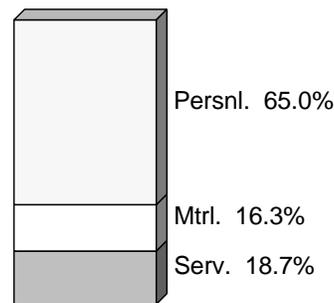
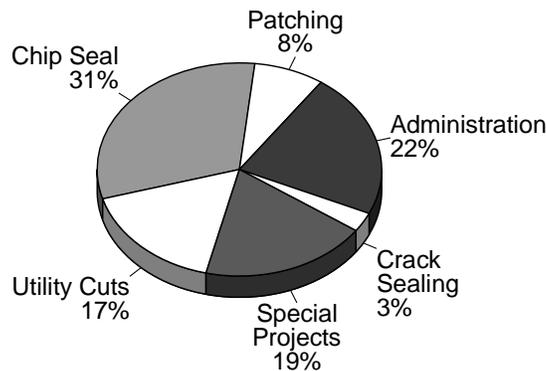
Performance Indicators	<u>Actual 2001-02</u>	<u>Estimated 2002-03</u>	<u>Budget 2002-03</u>	<u>Budget 2003-04</u>
DEMAND				
Arterial and collector roadway (000 sq. yds.)	3,000	3,000	3,000	3,000
Annual crack sealing program (000 sq. yds.)	1,650	1,650	1,650	1,650
WORKLOAD				
Arterial roadway crack sealed (000 sq. yds.)	1,725	1,330	900	700

DEPARTMENT OF ENVIRONMENTAL SERVICES
 OPERATIONS – STREET MAINTENANCE DIVISION
 EXPENDITURE SUMMARY

Appropriation by Major Object	Actual 2001-02	Estimated 2002-03	Amended 2002-03	Approved 2003-04
Personnel Expenses	1,380,432	1,267,200	1,290,900	1,358,900
Materials & Supplies	301,127	272,500	303,400	340,700
Services	415,107	345,000	381,300	390,600
Other	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	2,096,666	1,884,700	1,975,600	2,090,200

Appropriation by Activity	Actual 2001-02	Estimated 2002-03	Amended 2002-03	Approved 2003-04
Administration	438,572	407,500	392,400	454,900
Patching	191,969	214,500	211,000	176,300
Chip Seal/Overlay	595,981	287,900	327,100	644,900
Utility Cuts	444,334	348,200	374,200	356,000
Special Projects	372,156	530,700	560,700	400,200
Crack Sealing	<u>53,654</u>	<u>95,900</u>	<u>110,200</u>	<u>57,900</u>
Total	2,096,666	1,884,700	1,975,600	2,090,200

Employee Years by Activity	Actual 2001-02	Estimated 2002-03	Amended 2002-03	Approved 2003-04
Administration	7.1	7.1	7.0	8.0
Patching	3.8	3.8	3.4	2.1
Chip Seal/Overlay	7.1	6.5	4.9	11.7
Utility Cuts	9.0	9.1	8.4	7.6
Special Projects	10.4	5.9	10.4	6.9
Crack Sealing	<u>3.1</u>	<u>2.4</u>	<u>2.9</u>	<u>1.4</u>
Total	40.5	34.8	37.0	37.7



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 2002-03	Approved 2003-04						
30	Street Maintenance Manager	0	1	1					
29	Street Maintenance Manager	1	0						
23	Asst. Operations Supt./St. Maint.	1	1	1					
19	Op. Supervisor, St. Maintenance	1.9	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	0	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	4.8	5.4		0.4	1.2	2.6	1.2	
57	Asphalt Raker	2	1		1				
57	Construction Supply Handler	1	0						
41	Operations Worker	11.9	12.5			5.6	4.5	1.2	1.2
EMPLOYEE YEARS									
	Full Time	33.2	32.7	7.7	2.0	9.7	7.1	5.0	1.2
	Overtime	3.4	4.2	0.6	0.2	1.6	0.8	0.8	0.2
	Part Time, Temporary, Seasonal	1.9	2.2	0	0	0.8	0	1.3	0.1
	Less: Vacancy Allowance	1.5	1.4	0.3	0.1	0.4	0.3	0.2	0.1
	Total	37.0	37.7	8.0	2.1	11.7	7.6	6.9	1.4

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.

Program Change

Level of internal cleaning services reduced from five days per week to four days per week.

Year-to-Year Comparison

	<u>2002-03</u>	<u>2003-04</u>	<u>Change</u>
Budget	5,281,900	5,195,500	-86,400
Employee Years	76.2	73.4	-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>
51,800	15,100	114,400	-3,700	15,900	-279,900	-86,400

Major Change

Energy cost savings are results of initiatives from New York Power Authority and the energy efficiency of the Public Safety Building	-307,800
Eliminate five part time and a full time cleaning position due to budget constraints	-77,400
Increase allocations for maintenance of Public Safety Building	61,000
Addition of a position to administer the new city owned telephone system	44,300

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.

Program Change

For 2002-03, telephone usage estimated numbers included minutes for devices connected to the City 's PBX. However, only partial information was available for remote locations served by analog lines. Budget 2002-03 numbers were derived from Frontier database.

Performance Indicators

	<u>Actual 2001-02</u>	<u>Estimated 2002-03</u>	<u>Budget 2002-03</u>	<u>Budget 2003-04</u>
DEMAND				
Telephone System:				
● Digital telephones on PBX	N/A	1,954	2,219	1,954
● Analog devices on PBX (phones, faxes, modems)	N/A	252	310	252
Telephone Usage:				
● Local calling (minutes)	N/A	4,750,000	6,840,000	5,580,000
● Long Distance calling (minutes)	N/A	178,000	400,000	186,000
WORKLOAD				
Bills verified	36	36	24	24
Work orders prepared:				
Move / Add / Change Orders	N/A	290	N/A	500
Repair Orders	N/A	1,194	N/A	1,000

**DEPARTMENT OF ENVIRONMENTAL SERVICES
OPERATIONS – BUILDING SERVICES DIVISION**

Telephone Chargebacks

<u>Department/Bureau</u>	<u>2002-03</u>	<u>2003-04</u>	<u>Department/Bureau</u>	<u>2002-03</u>	<u>2003-04</u>
CITY COUNCIL & CLERK	12,300	8,700	ENVIRONMENTAL SERVICES		
ADMINISTRATION			Commissioner	25,500	18,900
Mayor's Office	30,600	12,500	Architecture & Engineering	20,900	23,100
NET	45,500	36,600	Operations	40,900	33,100
Budget	5,200	4,100	Water & Lighting	36,600	30,300
Human Resource Mgmt.	18,700	15,300	Equipment Services	<u>13,800</u>	<u>9,800</u>
Communications	8,200	6,600	TOTAL:	137,700	115,200
Law	<u>11,900</u>	<u>9,000</u>	EMERGENCY COMMUNICATIONS		
TOTAL:	120,100	84,100		4,500	0
FINANCE			POLICE	179,600	196,200
Director's Office	3,700	4,600	FIRE	43,200	56,100
Accounting	10,400	6,300	LIBRARY	18,700	16,700
Treasury	9,300	9,000	PARKS, RECREATION AND HUMAN SERVICES		
Assessment	11,200	7,500	Commissioner	9,300	4,100
Parking & Municipal			Parks & Recreation	37,700	43,100
Violations	7,100	8,400	Special Services	4,900	6,600
Purchasing	8,900	4,300	Human Services	<u>17,600</u>	<u>11,300</u>
Information Systems	<u>27,200</u>	<u>25,400</u>	TOTAL:	69,500	65,100
TOTAL:	77,800	65,500	CITY TOTAL	731,500	653,600
COMMUNITY DEVELOPMENT			Interfund	75,400	70,000
Commissioner	4,500	3,100	Intrafund	656,100	583,600
Neighborhood Initiatives	2,200	3,200	CITY TOTAL	731,500	653,600
Buildings and Zoning	21,200	13,900			
Housing & Project					
Development	16,000	12,100			
Planning	<u>8,200</u>	<u>2,600</u>			
TOTAL:	52,100	34,900			
ECONOMIC DEVELOPMENT					
Administration	12,300	8,100			
Municipal Parking	<u>3,700</u>	<u>3,000</u>			
TOTAL:	16,000	11,100			

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.

DEPARTMENT OF ENVIRONMENTAL SERVICES
OPERATIONS – BUILDING SERVICES DIVISION

7-41

Performance Indicators	<u>Actual 2001-02</u>	<u>Estimated 2002-03</u>	<u>Budget 2002-03</u>	<u>Budget 2003-04</u>
DEMAND				
City building inventory	190	186	190	186
Buildings maintained (excludes foreclosed properties)	185	185	185	185
Maintenance work requests received	5,337	5,000	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	20	21	20	21
● Fire shutters	6	6	6	6
● Fire suppression systems	12	12	12	12
● Intrusion alarms	47	47	47	47
WORKLOAD				
Maintenance work requests completed:				
● Carpentry	874	844	750	750
● Electrical	664	520	670	670
● Masonry	29	34	40	40
● Painting	44	92	30	30
● Plumbing	585	558	540	540
● Overhead doors	89	120	125	125
● Roofing	55	40	50	50
● Office relocations	8	8	8	8
● Remodeling projects	4	4	4	4
● Miscellaneous	397	552	420	420
● Board-ups	2,190	2,100	2,150	2,150
● Material moves	<u>201</u>	<u>246</u>	<u>240</u>	<u>240</u>
Total	5,140	5,118	5,027	5,027

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 2001-02</u>	<u>Estimated 2002-03</u>	<u>Budget 2002-03</u>	<u>Budget 2003-04</u>
DEMAND				
Buildings requiring custodial service	31	32	31	32
Building area (sq. ft.)	582,538	594,655	601,738	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 by recommending and accomplishing improvements that reduce consumption.

DEPARTMENT OF ENVIRONMENTAL SERVICES
OPERATIONS – BUILDING SERVICES DIVISION

Performance Indicators	Actual <u>2001-02</u>	Estimated <u>2002-03</u>	Budget <u>2002-03</u>	Budget <u>2003-04</u>
DEMAND				
Buildings maintained	129	130	130	130
Maintenance work requests received	1,096	1,020	1,050	1,050
Heating systems	126	127	127	127
Central air conditioning systems	56	57	57	57
Emergency generators	11	12	11	12
WORKLOAD				
Maintenance work requests completed	1,030	1,000	820	1,029
EFFICIENCY				
Percent of work requests completed	94	98	78	98

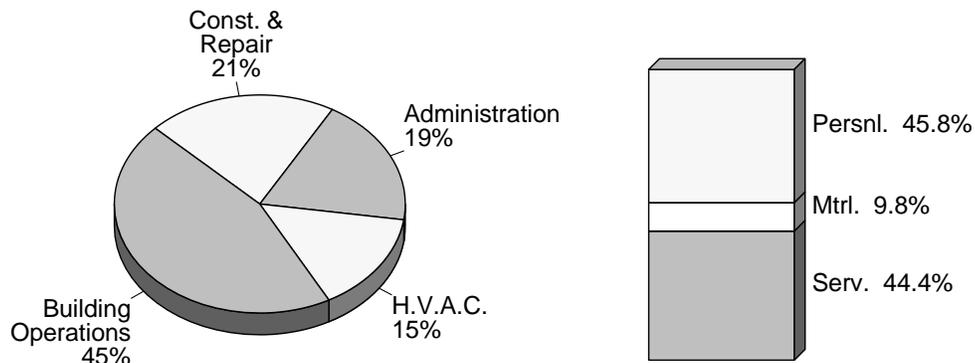
DEPARTMENT OF ENVIRONMENTAL SERVICES
OPERATIONS – BUILDING SERVICES DIVISION
EXPENDITURE SUMMARY

	Actual 2001-02	Estimated 2002-03	Amended 2002-03	Approved 2003-04
Appropriation by Major Object				
Personnel Expenses	2,427,617	2,575,300	2,609,900	2,645,300
Materials & Supplies	494,064	526,300	560,100	568,500
Services	2,940,546	2,510,100	2,768,000	2,565,300
Other	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	5,862,227	5,611,700	5,938,000	5,779,100
Less: Intrafund Credit*	<u>962,294</u>	<u>656,100</u>	<u>656,100</u>	<u>583,600</u>
Total	4,899,933	4,955,600	5,281,900	5,195,500

Appropriation by Activity				
Administration	1,490,715	1,068,100	1,035,300	1,087,700
Construction & Repair	1,114,958	1,149,900	1,281,200	1,225,800
Building Operations	2,443,408	2,532,200	2,782,500	2,621,400
Heating, Ventilating, Air Conditioning	<u>813,146</u>	<u>861,500</u>	<u>839,000</u>	<u>844,200</u>
Total	5,862,227	5,611,700	5,938,000	5,779,100
Less: Intrafund Credit*	<u>962,294</u>	<u>656,100</u>	<u>656,100</u>	<u>583,600</u>
Total	4,899,933	4,955,600	5,281,900	5,195,500

Employee Years by Activity				
Administration	5.9	5.9	5.9	6.8
Construction & Repair	23.2	20.7	22.8	23.0
Building Operations	31.9	30.1	34.1	30.0
Heating, Ventilating, Air Conditioning	<u>14.1</u>	<u>13.1</u>	<u>13.4</u>	<u>13.6</u>
Total	75.1	69.8	76.2	73.4

*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 2002-03	Approved 2003-04				
30	Manager of Building Services	0	1	1			
29	Manager of Building Services	1	0				
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	0	1	1			
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	11	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		6	1	
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	66.0	7.0	22.0	24.0	13.0
Overtime		2.9	3.0	0.1	1.7	0.6	0.6
Part Time, Temporary, Seasonal		9.9	7.1	0.0	0.2	6.4	0.5
Less: Vacancy Allowance		<u>2.6</u>	<u>2.7</u>	<u>0.3</u>	<u>0.9</u>	<u>1.0</u>	<u>0.5</u>
Total		76.2	73.4	6.8	23.0	30.0	13.6

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 2003-04 work plan includes the following:

Objective	R2010 Campaigns Supported	Projected Completion
Complete conceptual design of new Water & Lighting operations facility	#7 - Quality Service	First Quarter
Complete radio-read water meter system pilot program	#7 - Quality Service	First Quarter
Complete construction of Highland Reservoir structural repairs	#7 - Quality Service	Second Quarter
Complete design of Phase I of conduit replacement	#7 - Quality Service	Fourth Quarter
Complete design of additional phases of conduit cathodic implementation	#7 - Quality Service	Fourth Quarter
Complete valve replacement project at Rush Reservoir	#7 - Quality Service	Fourth Quarter
Complete citywide hydrant lock program	#7 - Quality Service	Fourth Quarter

Year-to-Year Comparison

	<u>2002-03</u>	<u>2002-03</u>	<u>Change</u>
Budget	24,008,300	24,335,800	327,500
Employee Years	154.7	157.8	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>
177,900	57,000	270,500	4,500	21,200	-203,600	327,500

DEPARTMENT OF ENVIRONMENTAL SERVICES
BUREAU OF WATER & LIGHTING

Major Change

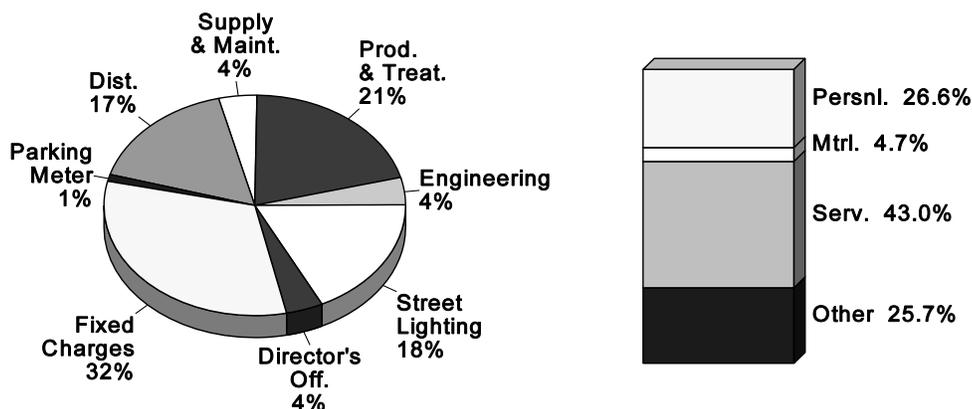
Assessment reductions on upland properties results in reduced expenses	-226,000
A one-time budget amendment increasing the allocation for purchases of water from Monroe County Water Authority is not repeated	-139,600
Water system vulnerability assessment grant is complete	-115,000
Increase in provision for uncollectible expense	106,000
The estimated expense for water purchased from Monroe County Water Authority increases based upon a higher exchange rate	97,000
Addition of three security guard positions, a fleet technician, and the abolishment of an engineering technician position	84,900
Utilities allocation increases for cathodic protection program	84,000
Productivity improvements results in savings	-42,100
One time water records system grant is not repeated	-24,100
Consulting fees reduced due to computer specialist position addition in prior period	-13,600

DEPARTMENT OF ENVIRONMENTAL SERVICES
BUREAU OF WATER & LIGHTING
EXPENDITURE SUMMARY

	Actual <u>2001-02</u>	Estimated <u>2002-03</u>	Amended <u>2002-03</u>	Approved <u>2003-04</u>
Appropriation by Major Object				
Personnel Expenses	5,908,119	6,208,000	6,225,319	6,484,700
Materials & Supplies	1,146,679	1,093,700	1,127,303	1,148,500
Services	11,306,744	10,335,000	10,517,178	10,458,100
Other	<u>6,254,076</u>	<u>6,138,500</u>	<u>6,138,500</u>	<u>6,244,500</u>
Total	24,615,618	23,775,200	24,008,300	24,335,800

Appropriation by Activity				
Director's Office	729,832	984,700	885,700	993,400
Water Engineering	893,758	924,200	976,200	946,600
Water Production & Treatment	5,888,426	5,013,700	5,256,800	5,035,400
Water Supply & Maintenance	708,492	826,700	825,400	935,600
Water Distribution	3,945,368	4,089,700	4,123,600	4,201,200
Street Lighting	4,637,893	4,383,600	4,386,400	4,336,100
Parking Meter Operations	143,273	151,700	153,300	159,800
Water Fixed Charges	<u>7,668,576</u>	<u>7,400,900</u>	<u>7,400,900</u>	<u>7,727,700</u>
Total	24,615,618	23,775,200	24,008,300	24,335,800

Employee Years by Activity				
Director's Office	9.5	9.5	9.4	14.5
Water Engineering	19.3	17.3	18.3	17.4
Water Production & Treatment	25.9	25.7	25.7	25.6
Water Supply & Maintenance	15.3	15.3	14.8	14.8
Water Distribution	78.4	76.4	76.0	76.0
Street Lighting	6.9	6.4	6.4	5.4
Parking Meter Operations	<u>4.0</u>	<u>4.0</u>	<u>4.1</u>	<u>4.1</u>
Total	159.3	154.6	154.7	157.8



**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>2002-03</u>	<u>2003-04</u>	<u>Change</u>
Budget	885,700	993,400	107,700
Employee Years	9.4	14.5	5.1

Change Detail

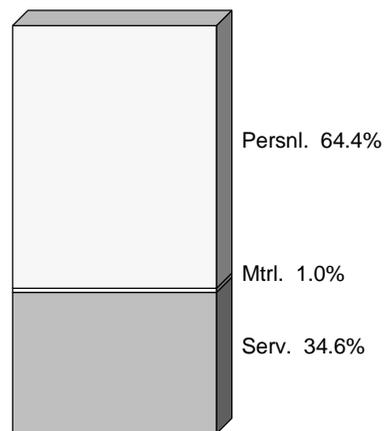
<u>Salary & Wage Adjustment</u>	<u>General Inflation</u>	<u>Chargebacks</u>	<u>Vacancy Allowance</u>	<u>Miscellaneous</u>	<u>Major Change</u>	<u>Total</u>
22,400	1,700	29,000	0	7,400	47,200	107,700

Major Change

One time water system vulnerability assessment grant	-115,000
Three full time security guard positions are added to increase security at City reservoirs	71,800
An Engineer from the Street Lighting Division is transferred to the Director's Office	59,600
A fleet technician position is added	30,800

DEPARTMENT OF ENVIRONMENTAL SERVICES
 WATER & LIGHTING – DIRECTOR'S OFFICE
 EXPENDITURE SUMMARY

	<u>Actual</u> 2001-02	<u>Estimated</u> 2002-03	<u>Amended</u> 2002-03	<u>Approved</u> 2003-04
Appropriation by Major Object				
Personnel Expenses	426,591	554,500	455,600	640,600
Materials & Supplies	6,423	5,800	7,000	9,500
Services	296,818	424,400	423,100	343,300
Other	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	729,832	984,700	885,700	993,400
Appropriation by Activity				
Director's Office	729,832	984,700	885,700	993,400
Employee Years by Activity				
Director's Office	9.5	9.5	9.4	14.5



DEPARTMENT OF ENVIRONMENTAL SERVICES
WATER & LIGHTING – DIRECTOR'S OFFICE
PERSONNEL SUMMARY

FULL TIME POSITIONS			
Br.	Title	Budget 2002-03	Approved 2003-04
35	Director of Water	1	1
26	Associate Administrative Analyst	0	1
25	Parts & Materials Manager	1	1
24	Engineer	0	1
24	Senior Administrative Analyst	1	0
19	Water Materials Coordinator	1	1
16	Administrative Assistant	1	1
16	Fleet Maintenance Technician	0	1
11	Secretary	1	1
9	Clerk II	1	1
7	Clerk III with Typing	1	1
65	Expediter	1	1
52	Security Guard	0	3
EMPLOYEE YEARS			
	Full Time	9.0	14.0
	Overtime	0.4	0.5
	Part Time, Temporary, Seasonal	0.0	0.0
	Less: Vacancy Allowance	<u>0.0</u>	<u>0.0</u>
	Total	9.4	14.5

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>2002-03</u>	<u>2003-04</u>	<u>Change</u>
Budget	976,200	946,600	-29,600
Employee Years	18.3	17.4	-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>
17,400	800	0	4,500	-2,600	-49,700	-29,600

Major Change

A vacant Engineering Technician position is eliminated due to budgetary constraints	-25,600
One time water records system grant is not repeated	-24,100

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.

Performance Indicators

	<u>Actual 2001-02</u>	<u>Estimated 2002-03</u>	<u>Budget 2002-03</u>	<u>Budget 2003-04</u>
DEMAND				
Design reviews required	395	410	400	400
Hydraulic tests required	400	400	300	400
In-house design projects value (\$000)	4,000	1,900	4,000	4,000
Backflow prevention reviews required	24	40	45	40
Backflow prevention devices	2,038	2,100	2,115	2,150
WORKLOAD				
Design reviews completed	395	410	400	400
Hydraulic tests performed	79	400	300	400
Backflow prevention reviews completed	24	40	45	40
Inspections of backflow prevention devices	295	275	275	275
Installation of backflow prevention devices	73	60	75	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.

**DEPARTMENT OF ENVIRONMENTAL SERVICES
WATER & LIGHTING – ENGINEERING DIVISION**

Performance Indicators

	<u>Actual</u> <u>2001-02</u>	<u>Estimated</u> <u>2002-03</u>	<u>Budget</u> <u>2002-03</u>	<u>Budget</u> <u>2003-04</u>
DEMAND				
In-house construction project value (\$000)	2,800	4,000	3,000	2,000
WORKLOAD				
Mains cleaned and lined (ft.)	20,400	24,200	25,000	24,000
Mains installed (ft.)	32,100	29,500	31,000	30,000
Hydrants measured	161	180	175	175
Services measured	22	30	15	20

MAPS & RECORDS – R2010 Campaign #7 - Quality Service

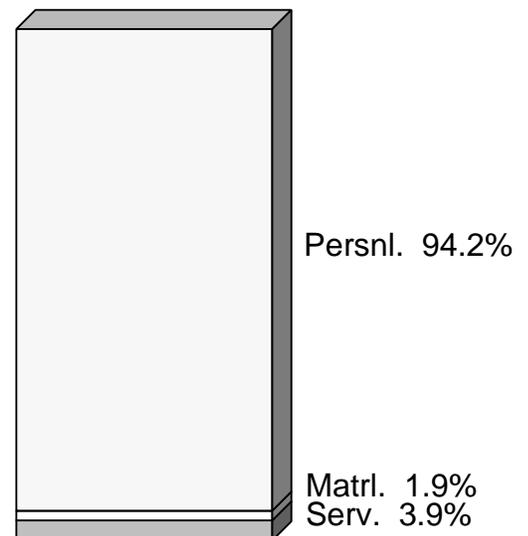
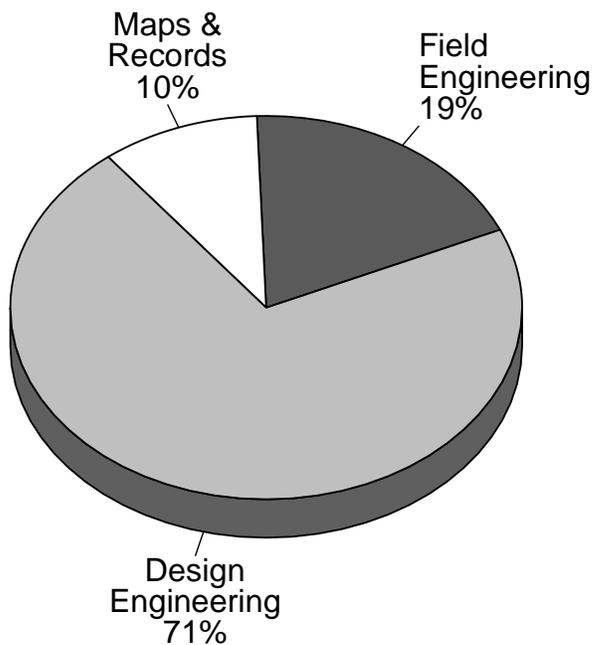
Maps and Records prepares and maintains official City water maps and supplies information about water main and service locations to Water Distribution personnel, contractors, and citizens. It also issues water service and hydrant permits. The unit maintains various records, including those for water 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</u> <u>2001-02</u>	<u>Estimated</u> <u>2002-03</u>	<u>Budget</u> <u>2002-03</u>	<u>Budget</u> <u>2003-04</u>
DEMAND				
Requests for information (est.)	8,000	8,000	8,000	8,000
Hydrant permits requested	21	33	40	40
Service applications requested	62	70	75	75
Research projects requested	40	40	40	40
WORKLOAD				
Information requests completed	8,000	8,000	8,000	8,000
Hydrant permits issued	21	33	40	40
Service permits issued	62	70	75	75
Research projects completed	40	40	40	40

DEPARTMENT OF ENVIRONMENTAL SERVICES
 WATER & LIGHTING – ENGINEERING DIVISION
 EXPENDITURE SUMMARY

	Actual <u>2001-02</u>	Estimated <u>2002-03</u>	Amended <u>2002-03</u>	Approved <u>2003-04</u>
Appropriation by Major Object				
Personnel Expenses	772,998	862,200	895,419	891,700
Materials & Supplies	81,232	19,200	25,103	17,900
Services	39,528	42,800	55,678	37,000
Other	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	893,758	924,200	976,200	946,600
Appropriation by Activity				
Design Engineering	632,063	665,000	686,376	678,800
Field Engineering	169,359	171,800	172,100	177,800
Maps and Records	<u>92,336</u>	<u>87,400</u>	<u>117,724</u>	<u>90,000</u>
Total	893,758	924,200	976,200	946,600
Employee Years by Activity				
Design Engineering	11.2	11.2	11.2	11.2
Field Engineering	5.0	4.0	4.0	4.0
Maps and Records	<u>3.1</u>	<u>2.1</u>	<u>3.1</u>	<u>2.2</u>
Total	19.3	17.3	18.3	17.4



DEPARTMENT OF ENVIRONMENTAL SERVICES
WATER & LIGHTING – ENGINEERING DIVISION
PERSONNEL SUMMARY

FULL TIME POSITIONS				Design Engineering	Field Engineering	Maps & Records
Br.	Title	Budget 2002-03	Approved 2003-04			
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	0	1	1		
18	Municipal Assistant	0	1			1
18	Principal Engineering Technician	6	5	1	3	1
16	Administrative Assistant	1	0			
12	Engineering Technician	2	1	1		
EMPLOYEE YEARS						
	Full Time	17.0	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	0.3	0.3	0.0	0.0
	Less: Vacancy Allowance	<u>0.4</u>	<u>0.3</u>	<u>0.2</u>	<u>0.1</u>	<u>0.0</u>
	Total	18.3	17.4	11.2	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>2002-03</u>	<u>2003-04</u>	<u>Change</u>
Budget	5,256,800	5,035,400	-221,400
Employee Years	25.7	25.6	-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>
32,800	29,000	21,000	0	17,300	-321,500	-221,400

Major Change

Assessment reductions on upland properties results in reduced expenses	-226,000
A one-time budget amendment increasing the allocation for purchases of water from Monroe County Water Authority is not repeated	-139,600
The estimated expense for water purchased from Monroe County Water Authority increases based upon a higher exchange rate	97,000
Productivity improvements results in savings	-39,300
Consulting fees reduced due to computer specialist position addition in prior period	-13,600

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 2001-02</u>	<u>Estimated 2002-03</u>	<u>Budget 2002-03</u>	<u>Budget 2003-04</u>
DEMAND				
Filtration plant production (mgd)*	30.0	35.0	34.0	35.0
Watershed acreage	9,994	9,994	9,994	9,994
Pumps, valves, and gates	127	132	127	132
WORKLOAD				
Analytical tests performed	40,500	41,500	41,500	41,500
Pumps, valves and gates maintained	127	132	127	132
Filter backwashes required	2,115	2,480	2,600	2,730
Tons of chemicals applied, (includes chemicals applied at reservoirs)	2,206	2,428	2,300	2,500
KW hr/day electricity used (at Water Filtration Plant only)**	7,120	8,200	8,800	8,800

*mgd - millions of gallons per day

**KW - kilowatts

DEPARTMENT OF ENVIRONMENTAL SERVICES
WATER & LIGHTING – WATER PRODUCTION & TREATMENT DIVISION

TAXES TO OTHER GOVERNMENTS

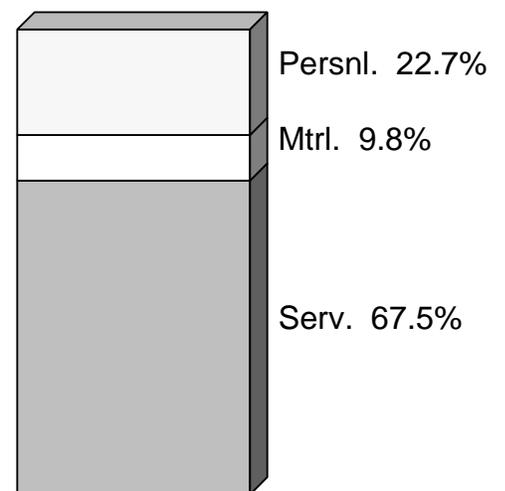
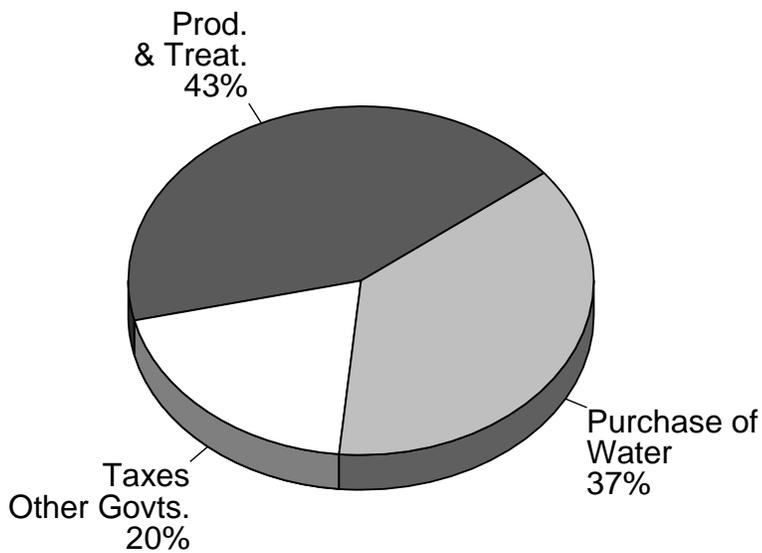
The City pays taxes and payments in lieu of taxes to various municipalities and school districts for land owned in the Upland watershed area and along the conduit route. The budgeted amount reflects an estimate of the City's tax liability in each municipality or school district. A settlement has been reached with the uplands municipal governments lowering the amount of real estate taxes the City owes to these governing bodies resulting in savings.

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 2001-02	Estimated 2002-03	Amended 2002-03	Approved 2003-04
Appropriation by Major Object				
Personnel Expenses	1,073,108	1,071,200	1,108,000	1,140,800
Materials & Supplies	454,338	480,900	498,000	495,000
Services	4,360,980	3,461,600	3,650,800	3,399,600
Other	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	5,888,426	5,013,700	5,256,800	5,035,400
Appropriation by Activity				
Water Production & Treatment	2,243,058	2,132,400	2,149,500	2,196,700
Taxes to Other Governments	1,237,308	995,200	1,221,200	995,200
Purchase of Water	<u>2,408,060</u>	<u>1,886,100</u>	<u>1,886,100</u>	<u>1,843,500</u>
Total	5,888,426	5,013,700	5,256,800	5,035,400
Employee Years by Activity				
Water Production & Treatment	25.9	25.7	25.7	25.6



DEPARTMENT OF ENVIRONMENTAL SERVICES
 WATER & LIGHTING – WATER PRODUCTION & TREATMENT DIVISION
 PERSONNEL SUMMARY

FULL TIME POSITIONS			
Br.	Title	Budget 2002-03	Approved 2003-04
32	Manager of Water Production	1	1
26	Chief of Water Quality Operations	1	1
25	Automated Systems Control Spec	0	1
25	Programmer Analyst	1	0
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
18	Senior Water Plant Operator	1	1
17	Water Quality Lab Technician	1	1
16	Water Plant Operator	6	7
15	Sr.Maint.Mech./Water Treatment	2	2
11	Secretary	1	1
61	Maint. Mechanic/Water Treatment	4	3
EMPLOYEE YEARS			
	Full Time	24.0	24.0
	Overtime	1.5	1.4
	Part Time, Temporary, Seasonal	0.7	0.7
	Less: Vacancy Allowance	<u>0.5</u>	<u>0.5</u>
	Total	25.7	25.6

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>2002-03</u>	<u>2003-04</u>	<u>Change</u>
Budget	825,400	935,600	110,200
Employee Years	14.8	14.8	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>
25,100	2,100	0	0	-1,000	84,000	110,200

Major Change

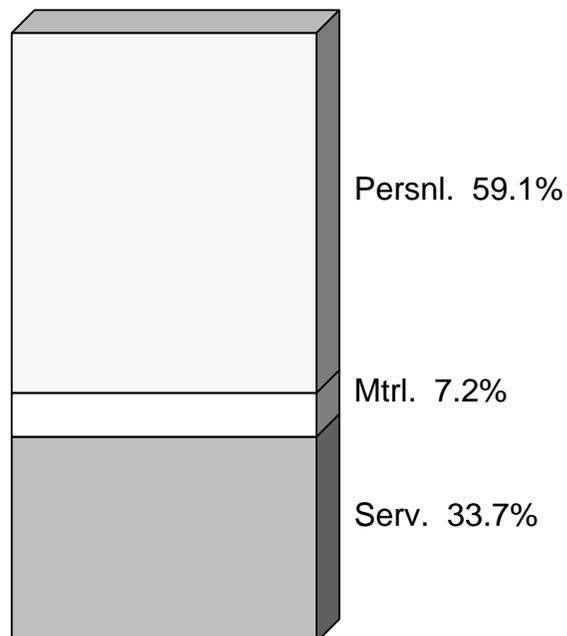
Utilities allocation increases for cathodic protection program	84,000
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Performance Indicators

	<u>Actual 2001-02</u>	<u>Estimated 2002-03</u>	<u>Budget 2002-03</u>	<u>Budget 2003-04</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	15	15	15
Valves operated manually	50	50	50	50
Air valves replaced	12	12	12	12
Conduit main leak repairs	12	12	12	12
Right of way mowed (miles)	18	18	18	18
Road maintenance (miles)	7	7	7	7
Forest stand improvement (acres)	90	90	90	90
Conduit modernization program:				
● Air valve flushings	40	40	40	40
● Main gate exercises	50	50	50	50
● Blow off inspections	20	20	20	20
● Cathodic station tests	55	55	55	55

DEPARTMENT OF ENVIRONMENTAL SERVICES
WATER & LIGHTING – SUPPLY & MAINTENANCE DIVISION
EXPENDITURE SUMMARY

	Actual <u>2001-02</u>	Estimated <u>2002-03</u>	Amended <u>2002-03</u>	Approved <u>2003-04</u>
Appropriation by Major Object				
Personnel Expenses	518,817	528,200	528,100	553,200
Materials & Supplies	65,634	68,800	66,000	66,900
Services	124,041	229,700	231,300	315,500
Other	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	708,492	826,700	825,400	935,600
Appropriation by Activity				
Water Supply & Maintenance	708,492	826,700	825,400	935,600
Employee Years by Activity				
Water Supply & Maintenance	15.3	15.3	14.8	14.8



DEPARTMENT OF ENVIRONMENTAL SERVICES
 WATER & LIGHTING – SUPPLY & MAINTENANCE DIVISION
 PERSONNEL SUMMARY

FULL TIME POSITIONS			
Br.	Title	Budget 2002-03	Approved 2003-04
25	Supt. Water Supply Maintenance	0	1
23	Asst Superintendent Water Dist	1	0
9	Clerk II	1	1
65	Expediter	1	1
65	Sr. Maint. Mechanic/Water Supply	4	4
63	Water Supply Maint.Worker/Constr.	6	6
EMPLOYEE YEARS			
	Full Time	13.0	13.0
	Overtime	2.1	2.1
	Part Time, Temporary, Seasonal	0.0	0.0
	Less: Vacancy Allowance	0.3	0.3
	Total	14.8	14.8

**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>2002-03</u>	<u>2003-04</u>	<u>Change</u>
Budget	4,123,600	4,201,200	77,600
Employee Years	76.0	76.0	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>
60,200	17,600	0	0	-200	0	77,600

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 2001-02</u>	<u>Estimated 2002-03</u>	<u>Budget 2002-03</u>	<u>Budget 2003-04</u>
DEMAND				
Complaints received:				
● Water related	3,978	3,800	3,700	3,800
● Other	1,489	1,550	1,700	1,600
Customer service calls received for the Office of Customer Satisfaction	1,843	2,149	1,900	2,000
Stakeouts requests received*	14,587	14,780	14,000	14,500
Barricades and road plates ordered	2,745	2,530	2,600	2,600
WORKLOAD				
Complaints processed:				
● Water related	3,978	3,800	3,700	3,800
● Other	1,489	1,550	1,700	1,600
Customer service calls taken for the Office of Customer Satisfaction	1,843	2,149	2,000	2,000
Records updated	61,473	61,500	61,000	61,500
Stakeouts posted	29,927	30,880	33,500	31,000
Barricades and road plates installed	2,745	2,530	2,900	2,600

*A single stakeout request may result in multiple stakeouts performed by the Technical Support Unit.

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

	Actual 2001-02	Estimated 2002-03	Budget 2002-03	Budget 2003-04
DEMAND				
Investigations required	10,497	10,000	11,000	11,000
Stakeouts required	29,927	30,880	33,500	31,000
Valve operations required	3,539	3,300	3,600	3,500
WORKLOAD				
Investigations performed	10,497	10,000	11,000	11,000
Stakeouts performed	29,927	30,880	33,500	31,000
Valve operations conducted	3,539	3,300	3,600	3,500
Tap installations	59	55	50	50
Lawn and pavement inspections	2,120	1,950	2,300	2,000
Contractor inspections	302	250	450	300
Final inspections	2	5	10	5

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.

Program Change

Install locks on all city hydrants to protect water pressure and safety

Performance Indicators

	Actual 2001-02	Estimated 2002-03	Budget 2002-03	Budget 2003-04
DEMAND				
Water mains (miles)	598	598	598	598
Valves	18,010	18,020	19,150	19,550
Hydrants	7,287	7,287	7,287	7,290
Water meters in system	61,198	61,149	61,300	61,200
Fire hydrant locks	2,400	5,000	2,400	7,290
WORKLOAD				
Hydrants:				
● Field repair to hydrants	809	900	1,200	1,000
● Hydrants replaced without excavation	62	67	100	75
● Complete settings replaced	158	170	200	200
● Hydrants rebuilt	0	2	5	2
● Hydrants inspected	3,100	3,200	4,000	3,600
● Hydrant locks maintained	2,400	5,000	2,400	7,290
● Hydrants painted	119	1,000	700	800
Water Mains:				
● Water mains repaired	53	50	50	50
Valves				
● Valve boxes cleaned	143	160	100	150
● Valve boxes reset/rehabilitated	238	245	250	250
● Valves replaced	33	30	30	30

**DEPARTMENT OF ENVIRONMENTAL SERVICES
WATER & LIGHTING – WATER DISTRIBUTION DIVISION**

Performance Indicators	<u>Actual 2001-02</u>	<u>Estimated 2002-03</u>	<u>Budget 2002-03</u>	<u>Budget 2003-04</u>
Services:				
• Services repaired	106	90	115	100
• Services replaced	441	375	400	400
• Curb boxes repaired	131	119	100	100
• Curb boxes replaced	183	235	200	200
Lawn/trench restorations	756	700	800	750

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 2001-02</u>	<u>Estimated 2002-03</u>	<u>Budget 2002-03</u>	<u>Budget 2003-04</u>
DEMAND				
Water meters in system	61,198	61,149	61,300	61,200
WORKLOAD				
Meters read per year:				
• Quarterly customers	245,592	244,596	245,200	244,800
• Monthly customers	10,896	10,894	10,900	10,900
• Special reads	7,183	9,500	8,200	8,500
High consumption investigations	212	242	160	190
Meters replaced (remote-read)	2,245	1,900	2,000	2,217
Meters replaced (industrial)	192	196	200	200
Meters repaired	205	280	300	300
Meters activated/deactivated	1,416	1,420	1,400	1,400
Meters tested	2,452	2,400	2,000	2,400
Frozen water services thawed	0	10	10	10
Service leaks investigated	10	12	15	15
Attempted reads per day/reader	360	360	360	360
Reads per day/reader	349	350	346	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 2001-02</u>	<u>Estimated 2002-03</u>	<u>Budget 2002-03</u>	<u>Budget 2003-04</u>
DEMAND				
Water mains (miles)	598	598	598	598
Valves	18,010	18,020	19,150	19,550
Hydrants	7,287	7,287	7,287	7,290
Master meters	13	13	13	13
Dead-end mains	30	30	30	30

DEPARTMENT OF ENVIRONMENTAL SERVICES
WATER & LIGHTING – WATER DISTRIBUTION DIVISION

7-65

Performance Indicators	<u>Actual</u> 2001-02	<u>Estimated</u> 2002-03	<u>Budget</u> 2002-03	<u>Budget</u> 2003-04
WORKLOAD				
Hydrants, valves & services sound surveys	6,113	8,000	10,300	9,000
Water waste surveys:				
● Districts measured	0	4	3	8
● Master meters tested	0	6	1	4
● Flow & coefficient tests	68	120	70	100
Valve inspections	4,149	5,300	4,900	4,500
Water main flushing:				
● Miles of main - regular program	86.40	100.00	100.00	100.00
● Miles of main - dirty water complaints	5.88	8.50	8.50	8.50
● Miles of main - dead-end	30.00	30.00	30.00	30.00
Valves operated	1,036	1,100	1,100	1,100
RESULTS				
Leaks located	116	115	115	115
Estimated leakage eliminated (mgd)*	1.06	1.20	1.20	1.20
Estimated leak savings (\$)	173,448	201,500	170,820	202,000

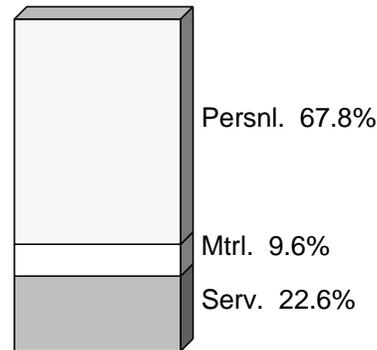
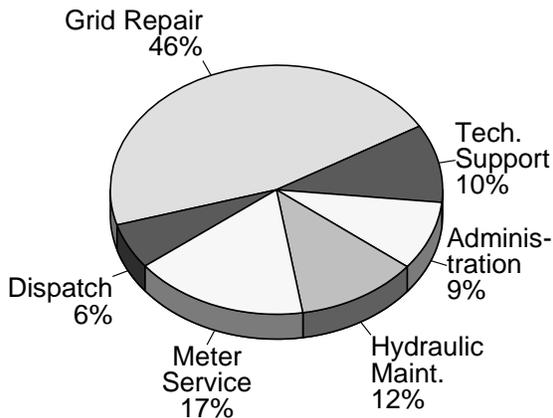
*mgd = millions of gallons per day

**DEPARTMENT OF ENVIRONMENTAL SERVICES
WATER & LIGHTING – WATER DISTRIBUTION DIVISION
EXPENDITURE SUMMARY**

	Actual <u>2001-02</u>	Estimated <u>2002-03</u>	Amended <u>2002-03</u>	Approved <u>2003-04</u>
Appropriation by Major Object				
Personnel Expenses	2,644,376	2,749,700	2,788,800	2,849,000
Materials & Supplies	376,539	385,900	399,100	405,000
Services	924,453	954,100	935,700	947,200
Other	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	3,945,368	4,089,700	4,123,600	4,201,200

Appropriation by Activity				
Administration	352,193	378,000	366,200	370,500
Dispatch	257,436	255,000	250,500	257,400
Technical Support	254,130	342,800	393,700	403,800
Grid Repair	1,996,667	1,944,700	1,900,600	1,939,100
Meter Services	687,887	694,200	713,000	730,400
Hydraulic Maintenance	<u>397,055</u>	<u>475,000</u>	<u>499,600</u>	<u>500,000</u>
Total	3,945,368	4,089,700	4,123,600	4,201,200

Employee Years by Activity				
Administration	2.0	2.0	2.0	2.0
Dispatch	7.2	7.2	6.8	6.8
Technical Support	11.6	10.6	11.0	11.0
Grid Repair	25.6	24.7	24.7	24.7
Meter Service	17.9	17.9	17.7	17.7
Hydraulic Maintenance	<u>14.1</u>	<u>14.0</u>	<u>13.8</u>	<u>13.8</u>
Total	78.4	76.4	76.0	76.0



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 2002-03	Approved 2003-04						
32	Manager of Water Distribution	1	1	1					
23	Asst. Superintendent Water Dist.	5	5				3	1	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	71.0	2.0	6.0	10.0	23.0	17.0	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	76.0	2.0	6.8	11.0	24.7	17.7	13.8

**DEPARTMENT OF ENVIRONMENTAL SERVICES
WATER & LIGHTING – STREET LIGHTING DIVISION**

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>2002-03</u>	<u>2003-04</u>	<u>Change</u>
Budget	4,386,400	4,336,100	-50,300
Employee Years	6.4	5.4	-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>
14,300	5,700	-300	0	-400	-69,600	-50,300

Major Change

An Engineer position is transferred to the Water Director's Office	-59,600
Reduced allocation for equipment repairs due to budget constraints	-7,400
Productivity improvements result in savings	-2,600

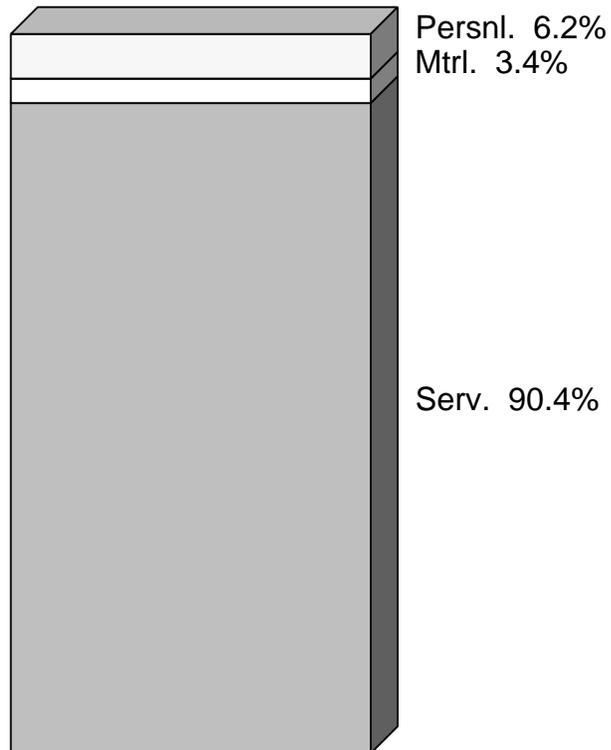
Performance Indicators

	<u>Actual 2001-02</u>	<u>Estimated 2002-03</u>	<u>Budget 2002-03</u>	<u>Budget 2003-04</u>
DEMAND				
City maintained lights	11,540	12,550	12,550	12,900
RG&E maintained lights	15,250	14,250	14,250	13,900
Calls for service	4,618	4,600	4,000	4,650
WORKLOAD				
Work orders issued - maintenance	2,239	2,300	2,000	2,400
Work orders issued - capital projects	262	200	N/A	350
Complaints referred to RG&E	1,593	1,500	1,800	1,500
Pole knockdowns	183	225	175	200
Conduit repairs	62	75	75	75
Lighting Requests/Investigations	132	116	N/A	125
Inadequate lighting complaints	41	33	N/A	35

N/A - Not Applicable

DEPARTMENT OF ENVIRONMENTAL SERVICES
 WATER & LIGHTING – STREET LIGHTING DIVISION
 EXPENDITURE SUMMARY

	Actual <u>2001-02</u>	Estimated <u>2002-03</u>	Amended <u>2002-03</u>	Approved <u>2003-04</u>
Appropriation by Major Object				
Personnel Expenses	343,289	308,000	312,600	266,900
Materials & Supplies	159,066	128,400	127,400	149,400
Services	4,135,538	3,947,200	3,946,400	3,919,800
Other	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	4,637,893	4,383,600	4,386,400	4,336,100
Appropriation by Activity				
Street Lighting	4,637,893	4,383,600	4,386,400	4,336,100
Employee Years by Activity				
Street Lighting	6.9	6.4	6.4	5.4



DEPARTMENT OF ENVIRONMENTAL SERVICES
 WATER & LIGHTING – STREET LIGHTING DIVISION
 PERSONNEL SUMMARY

FULL TIME POSITIONS			
Br.	Title	Budget 2002-03	Approved 2003-04
26	Street Light. Program Coordinator	1	1
24	Engineer	1	0
24	Engineer II	1	1
23	St. Light. Maintenance/Operations Coord.	1	1
12	Engineering Technician	1	1
9	Clerk II with Typing	1	1
EMPLOYEE YEARS			
	Full Time	6.0	5.0
	Overtime	0.0	0.0
	Part Time, Temporary, Seasonal	0.5	0.5
	Less: Vacancy Allowance	<u>0.1</u>	<u>0.1</u>
	Total	6.4	5.4

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>2002-03</u>	<u>2003-04</u>	<u>Change</u>
Budget	153,300	159,800	6,500
Employee Years	4.1	4.1	0.0

Change Detail

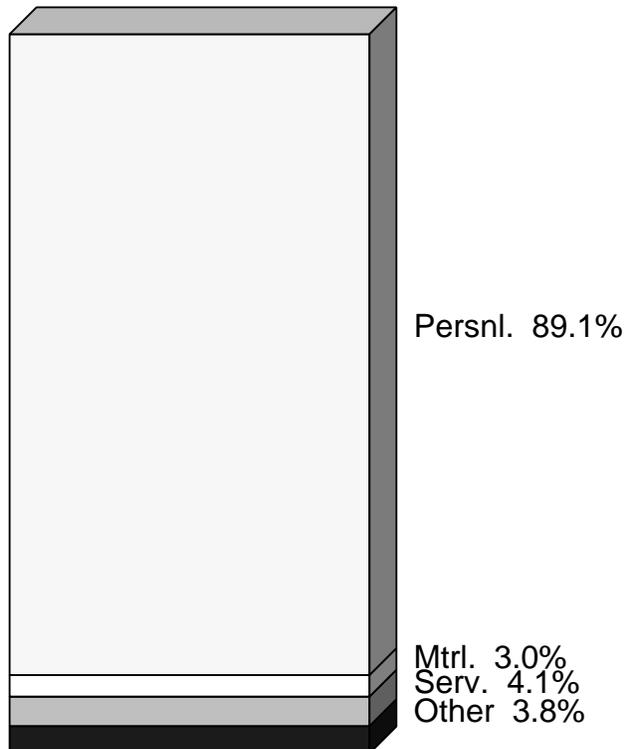
<u>Salary & Wage Adjustment</u>	<u>General Inflation</u>	<u>Chargebacks</u>	<u>Vacancy Allowance</u>	<u>Miscellaneous</u>	<u>Major Change</u>	<u>Total</u>
5,700	100	0	0	700	0	6,500

Performance Indicators

	<u>Actual 2001-02</u>	<u>Estimated 2002-03</u>	<u>Budget 2002-03</u>	<u>Budget 2003-04</u>
DEMAND				
Street meters	1,573	1,533	1,517	1,415
WORKLOAD				
Meters installed/replaced	343	180	250	150

DEPARTMENT OF ENVIRONMENTAL SERVICES
 WATER & LIGHTING – PARKING METER OPERATIONS
 EXPENDITURE SUMMARY

	Actual <u>2001-02</u>	Estimated <u>2002-03</u>	Amended <u>2002-03</u>	Approved <u>2003-04</u>
Appropriation by Major Object				
Personnel Expenses	128,940	134,200	136,800	142,500
Materials & Supplies	3,447	4,700	4,700	4,800
Services	9,086	6,800	5,800	6,500
Other	<u>1,800</u>	<u>6,000</u>	<u>6,000</u>	<u>6,000</u>
Total	143,273	151,700	153,300	159,800
Appropriation by Activity				
Parking Meter Operations	143,273	151,700	153,300	159,800
Employee Years by Activity				
Parking Meter Operations	4.0	4.0	4.1	4.1



DEPARTMENT OF ENVIRONMENTAL SERVICES
 WATER & LIGHTING – PARKING METER OPERATIONS
 PERSONNEL SUMMARY

FULL TIME POSITIONS			
Br.	Title	Budget 2002-03	Approved 2003-04
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**

This section includes operating expenditures for the water supply system that cannot be directly attributed to an operating unit.

Year-to-Year Comparison

	<u>2002-03</u>	<u>2003-04</u>	<u>Change</u>
Budget	7,400,900	7,727,700	326,800

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	220,800	0	0	106,000	326,800

Major Change

Increase allowance for uncollectible expense	106,000
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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 2001-02</u>	<u>Estimated 2002-03</u>	<u>Budget 2002-03</u>	<u>Budget 2003-04</u>
Delinquent amount	\$5,096,050	\$5,100,000	\$5,100,000	\$5,200,000
Estimated percentage of uncollectibles	<u>27.71</u>	<u>28.51</u>	<u>28.51</u>	<u>30.00</u>
Total	\$1,412,364	\$1,454,000	\$1,454,000	\$1,560,000

ADMINISTRATIVE CHARGEBACKS

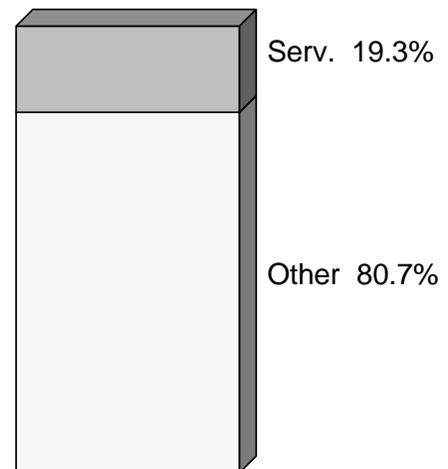
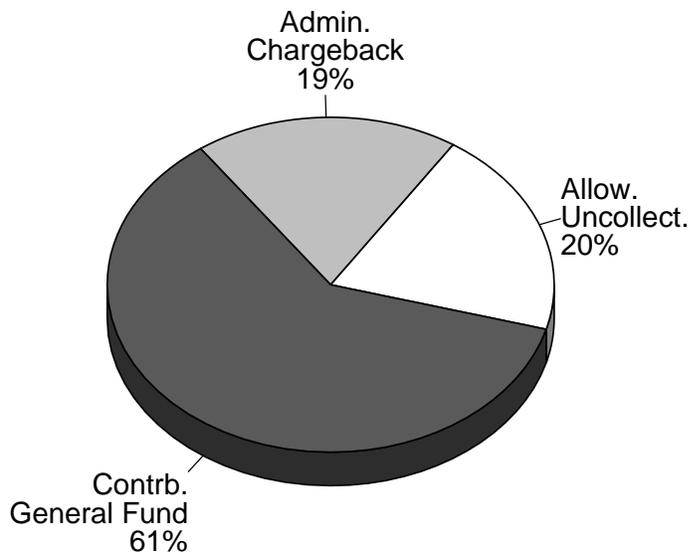
The administrative chargeback is an interfund charge that reimburses the General Fund for general administrative services provided to the enterprise funds, based on an indirect cost allocation formula. The administrative chargeback to the Water Fund for 2003-04 represents 6.9 percent of total Water Fund expenses incurred in 2001-02.

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

	<u>Actual</u> 2001-02	<u>Estimated</u> 2002-03	<u>Amended</u> 2002-03	<u>Approved</u> 2003-04
Appropriation by Major Object				
Personnel Expenses	0	0	0	0
Materials & Supplies	0	0	0	0
Services	1,416,300	1,268,400	1,268,400	1,489,200
Other	<u>6,252,276</u>	<u>6,132,500</u>	<u>6,132,500</u>	<u>6,238,500</u>
Total	7,668,576	7,400,900	7,400,900	7,727,700
Appropriation by Activity				
Allowance for Uncollectibles	1,573,776	1,454,000	1,454,000	1,560,000
Administrative Chargeback	1,416,300	1,268,400	1,268,400	1,489,200
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	7,668,576	7,400,900	7,400,900	7,727,700



**DEPARTMENT OF ENVIRONMENTAL SERVICES
BUREAU OF EQUIPMENT SERVICES**

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
Begin program to augment city fleet with alternative fuel vehicles	#4 - Environmental Stewardship	First Quarter

Year-to-Year Comparison

	<u>2002-03</u>	<u>2003-04</u>	<u>Change</u>
Budget	4,160,800	4,187,000	26,200
Employee Years	79.6	77.3	-2.3

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>
114,200	46,400	-41,400	2,200	-5,100	-90,100	26,200

Major Change

A clerical position and an auto aide position are eliminated due to budget constraints	-59,800
Productivity improvements results in savings	-30,300

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 2001-02</u>	<u>Estimated 2002-03</u>	<u>Budget 2002-03</u>	<u>Budget 2003-04</u>
DEMAND				
Units maintained	1,200	1,200	1,265	1,200
Service requests:				
• Repair orders	15,880	15,800	15,000	15,000
• Tire orders	2,370	2,100	2,300	2,300
WORKLOAD				
Repair hours	62,695	68,500	64,000	64,000
Road calls:				
• Towing service	622	950	630	630
• Repair service	2,180	2,200	2,200	2,200
• Tire repair	427	350	430	430

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

	<u>Actual</u> <u>2001-02</u>	<u>Estimated</u> <u>2002-03</u>	<u>Budget</u> <u>2002-03</u>	<u>Budget</u> <u>2003-04</u>
WORKLOAD				
Fuel purchased:				
• Unleaded fuel (gallons)	719,151	714,000	719,300	719,500
• Diesel fuel (gallons)	529,549	534,000	529,100	529,000

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

	<u>Actual</u> <u>2001-02</u>	<u>Estimated</u> <u>2002-03</u>	<u>Budget</u> <u>2002-03</u>	<u>Budget</u> <u>2003-04</u>
DEMAND				
Parts inventory value (\$)	745,900	725,000	737,000	713,000
Parts lines	6,100	5,950	5,900	5,900
Requests for parts	62,000	61,000	63,000	60,000
Machine shop repairs and fabrication requests received	1,200	825	1,230	300
Contracts requested	130	170	190	170
WORKLOAD				
Parts issued	62,000	61,000	63,000	60,000
Machine shop repair and fabrication orders completed	1,200	825	1,230	300
Contracts maintained	130	170	190	170

DEPARTMENT OF ENVIRONMENTAL SERVICES
BUREAU OF EQUIPMENT SERVICES

Program Change

In 2002-03, the chargebacks for the Public Market and Forestry were erroneously budgeted in Special Services. In 2003-04, these chargebacks are correctly shown budgeted in Parks & Recreation.

Chargebacks

<u>Department/Bureau</u>	<u>2002-03</u>	<u>2003-04</u>	<u>Department/Bureau</u>	<u>2002-03</u>	<u>2003-04</u>
CITY COUNCIL AND CLERK	1,200	1000	ENVIRONMENTAL SERVICES		
ADMINISTRATION			Commissioner	29,500	27,500
Mayor's Office	6,100	8,500	Architecture & Engineering	10,300	10,300
Audit & Review	300	300	Operations	2,749,900	2,840,700
Budget	400	400	Water & Lighting	208,500	209,500
Human Resource Mgmt.	500	500	Equipment Services	<u>40,000</u>	<u>45,000</u>
Communications	800	800	TOTAL:	3,038,200	3,133,000
NET	200	200	EMERGENCY COMMUNICATIONS		
Pathways to Peace	0	200		1,000	2,000
Law	<u>100</u>	<u>100</u>	POLICE		
TOTAL:	8,400	11,000		1,150,200	1,151,000
FINANCE			FIRE		
Director's Office	200	400		27,000	30,000
Treasury	2,800	3,500	LIBRARY		
Accounting	0	0	Central Library	7,500	10,300
Assessment	100	100	Community Library	<u>5,000</u>	<u>5,000</u>
Purchasing	800	800	TOTAL:	12,500	15,300
Information Systems	<u>4,800</u>	<u>4,800</u>	PARKS, RECREATION AND HUMAN SERVICES		
TOTAL:	8,700	9,600	Commissioner	7,500	7,500
COMMUNITY DEVELOPMENT	2,100	2,100	Parks & Recreation*	120,000	171,100
ECONOMIC DEVELOPMENT			Special Services	79,000	28,200
Administration	3,700	3,700	Human Services	<u>100</u>	<u>100</u>
Municipal Parking	<u>2,000</u>	<u>2,000</u>	TOTAL:	206,600	206,900
TOTAL:	5,700	5,700	CITY TOTAL	4,461,600	4,567,600
			Interfund	2,429,000	2,497,600
			Intrafund	2,032,600	2,070,000
			CITY TOTAL	4,461,600	4,567,600

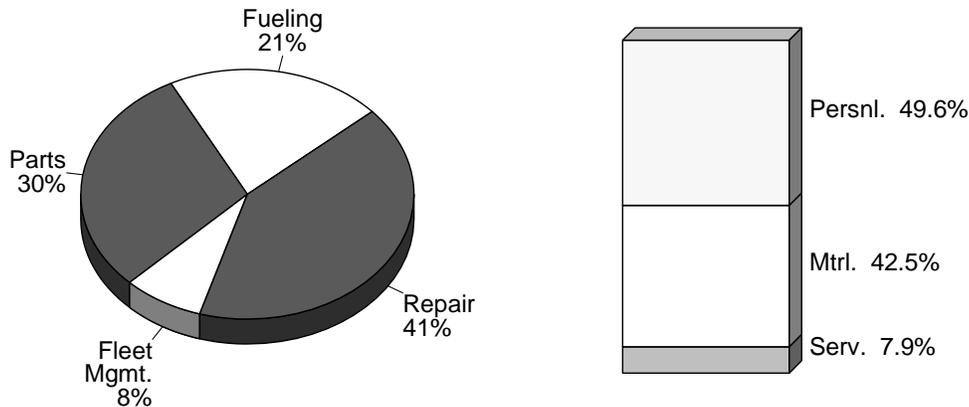
DEPARTMENT OF ENVIRONMENTAL SERVICES
BUREAU OF EQUIPMENT SERVICES
EXPENDITURE SUMMARY

Appropriation by Major Object	Actual 2001-02	Estimated 2002-03	Amended 2002-03	Approved 2003-04
Personnel Expenses	2,976,684	3,026,800	3,043,800	3,100,400
Materials & Supplies	2,479,722	2,635,600	2,656,100	2,660,800
Services	647,807	491,900	493,500	495,800
Other	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	6,104,213	6,154,300	6,193,400	6,257,000
Less: Intrafund Credit*	<u>1,864,250</u>	<u>2,032,600</u>	<u>2,032,600</u>	<u>2,070,000</u>
Total	4,239,963	4,121,700	4,160,800	4,187,000

Appropriation by Activity	Actual 2001-02	Estimated 2002-03	Amended 2002-03	Approved 2003-04
Fleet Management	510,538	477,200	479,500	486,300
Repair	2,458,367	2,521,400	2,522,400	2,558,100
Fueling	1,295,688	1,312,000	1,338,200	1,339,900
Parts	<u>1,839,620</u>	<u>1,843,700</u>	<u>1,853,300</u>	<u>1,872,700</u>
Total	6,104,213	6,154,300	6,193,400	6,257,000
Less: Intrafund Credit*	<u>1,864,250</u>	<u>2,032,600</u>	<u>2,032,600</u>	<u>2,070,000</u>
Total	4,239,963	4,121,700	4,160,800	4,187,000

Employee Years by Activity	Actual 2001-02	Estimated 2002-03	Amended 2002-03	Approved 2003-04
Fleet Management	6.4	6.0	6.3	6.3
Repair	64.0	64.0	62.4	60.3
Fueling	1.0	1.0	1.1	1.1
Parts	<u>9.9</u>	<u>10.0</u>	<u>9.8</u>	<u>9.6</u>
Total	81.3	81.0	79.6	77.3

*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 2002-03	Approved 2003-04				
33	Director of Fleet Services	1	1	1			
29	Assistant Director of Fleet Services	1	1		1		
25	Fleet Maintenance Manager	1	1		1		
25	Parts & Materials Manager	0	1				1
24	Senior Administrative Analyst	2	1	1			
23	Asst. Fleet Maintenance Manager	2	2		2		
21	Parts Supervisor	1	1				1
21	Production Controller	1	1		1		
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	24		24		
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	3	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	4		4		
58	Auto Aide	1	0				
57	Garage Attendant	1	1			1	
EMPLOYEE YEARS							
	Full Time	75.0	73.0	6.0	57.0	1.0	9.0
	Overtime	6.7	6.3	0.0	5.3	0.1	0.9
	Part Time, Temporary, Seasonal	0.3	0.3	0.3	0.0	0.0	0.0
	Less: Vacancy Allowance	<u>2.4</u>	<u>2.3</u>	<u>0.0</u>	<u>2.0</u>	<u>0.0</u>	<u>0.3</u>
	Total	79.6	77.3	6.3	60.3	1.1	9.6

Purpose

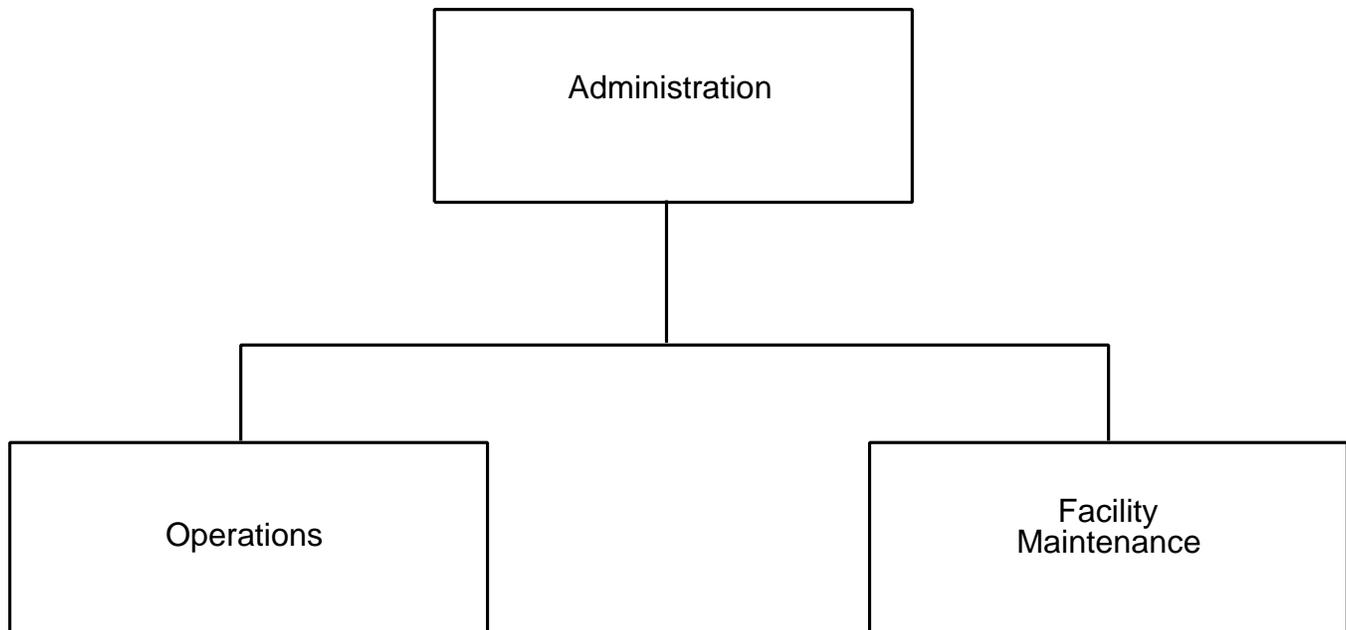
The Emergency Communications Department provides communications services to the City Police and Fire Departments, the Monroe County Sheriff, various town and village police departments, and other fire departments in Monroe County. It provides emergency service from initial citizen request through dispatch 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 2003-04 work plan includes the following:

Objective	R2010 Campaigns Supported	Projected Completion
Complete installation of facility security upgrades	#3 - Health, Safety & Responsibility #7 - Quality Service	First Quarter
Complete installation of mapping upgrade to Dispatcher workstations	#3 - Health, Safety & Responsibility #7 - Quality Service	Second Quarter
Complete Disaster Recovery Plan	#3 - Health, Safety & Responsibility #7 - Quality Service	Second Quarter
Implement Phase I and Phase II wireless technologies to assist in locating wireless callers to the 911 system	#3 - Health, Safety & Responsibility #7 - Quality Service	Third Quarter

Year-to-Year Comparison

	Budget <u>2002-03</u>	Budget <u>2003-04</u>	<u>Change</u>	Percent <u>Change</u>
<u>Main Functions</u>				
Administration	384,500	415,700	31,200	8.1%
Operations	7,311,200	7,425,000	113,800	1.6%
Facility Maintenance	<u>158,100</u>	<u>178,200</u>	<u>20,100</u>	12.7%
Total	7,853,800	8,018,900	165,100	2.1%
Employee Years	182.7	181.6	-1.1	-0.6%

Change Detail

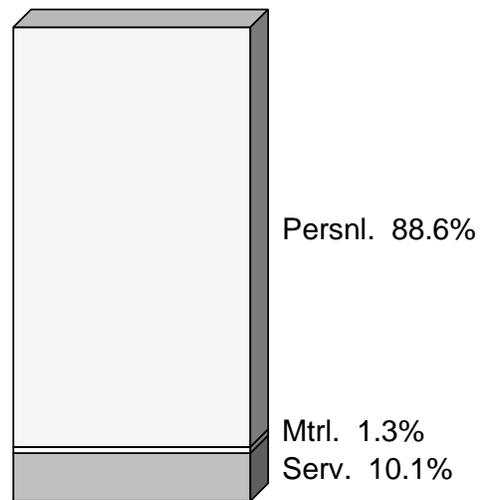
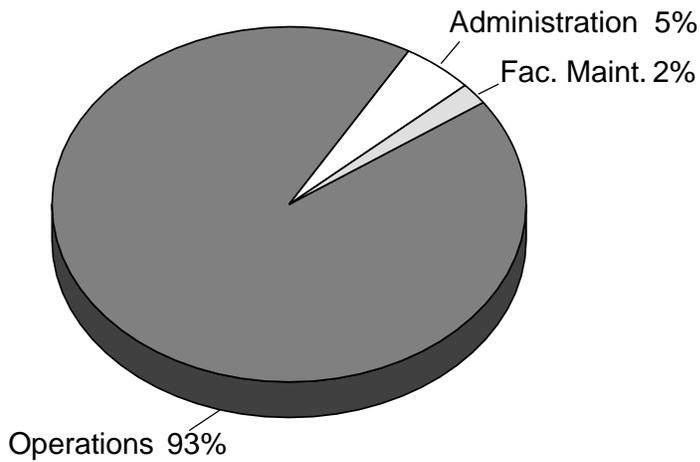
<u>Salary & Wage Adjustment</u>	<u>General Inflation</u>	<u>Chargebacks</u>	<u>Vacancy Allowance</u>	<u>Miscellaneous</u>	<u>Major Change</u>	<u>Total</u>
249,200	6,900	21,300	0	0	-112,300	165,100

Major Change

Budget constraints mandated by Monroe County necessitate reduction in personnel	-76,900
Installation of new recording equipment reduces call check service expense	-46,100
Funds increase to support additional projected overtime expense	36,000
Allocation for telephone service is reduced to reflect projected expense	-25,000
Productivity improvements result in savings	-10,300
Funds are added to provide an outbound telephone notification service	10,000

**EMERGENCY COMMUNICATIONS DEPARTMENT
EXPENDITURE SUMMARY**

	<u>Actual 2001-02</u>	<u>Estimated 2002-03</u>	<u>Amended 2002-03</u>	<u>Approved 2003-04</u>
Appropriation by Major Object				
Personnel Expenses	6,749,882	6,777,100	6,900,200	7,103,500
Materials & Supplies	88,917	102,400	100,100	101,600
Services	836,090	851,300	853,500	813,800
Other	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	7,674,889	7,730,800	7,853,800	8,018,900
Appropriation by Activity				
Administration	371,630	368,000	384,500	415,700
Operations	7,157,316	7,205,800	7,311,200	7,425,000
Facility Maintenance	<u>145,943</u>	<u>157,000</u>	<u>158,100</u>	<u>178,200</u>
Total	7,674,889	7,730,800	7,853,800	8,018,900
Employee Years by Activity				
Administration	6.5	7.0	7.1	7.0
Operations	<u>175.2</u>	<u>172.2</u>	<u>175.6</u>	<u>174.6</u>
Total	181.7	179.2	182.7	181.6



ADMINISTRATION

This activity manages the Emergency Communications Department. It prepares and monitors the budget and performs planning, personnel, and purchasing functions. This activity works with all user 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 35 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.

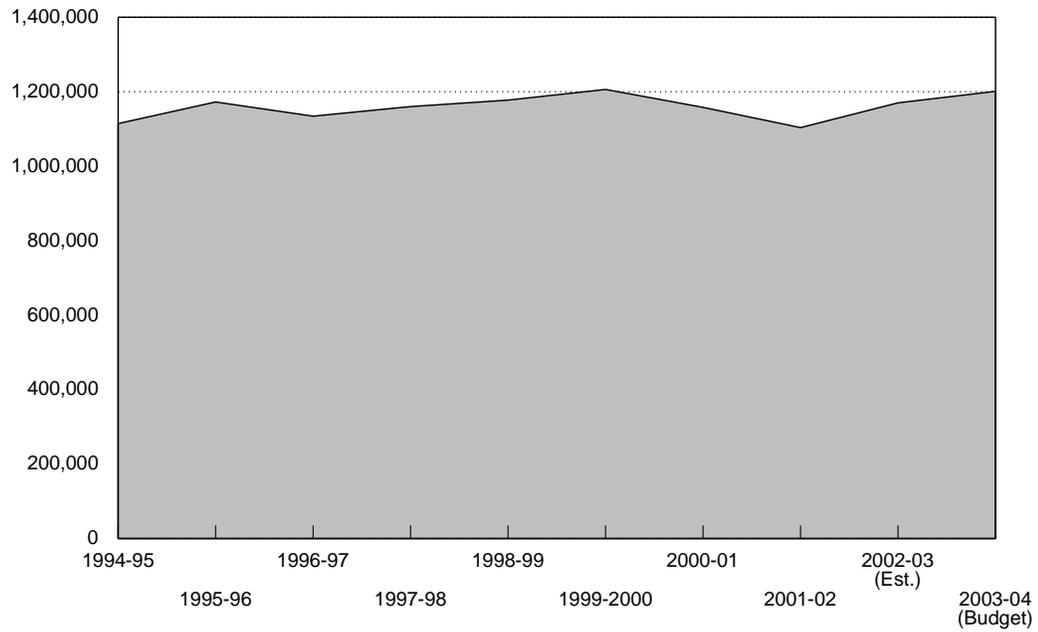
Program Change

The addition of Brockport Police and Monroe County Probation dispatch increases projected calls received and police and police-initiated dispatch calls.

Performance Indicators

	Actual <u>2001-02</u>	Estimated <u>2002-03</u>	Budget <u>2002-03</u>	Budget <u>2003-04</u>
DEMAND				
Calls received	1,103,665	1,170,008	1,191,035	1,201,035
WORKLOAD				
Calls dispatched:				
● Police	615,107	623,916	620,638	630,638
● Fire	66,869	66,468	65,529	65,529
● Emergency medical service	81,710	82,958	80,833	83,600
● Police-initiated dispatch	<u>392,976</u>	<u>389,677</u>	<u>378,818</u>	<u>388,818</u>
	1,156,662	1,163,019	1,145,818	1,168,585

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

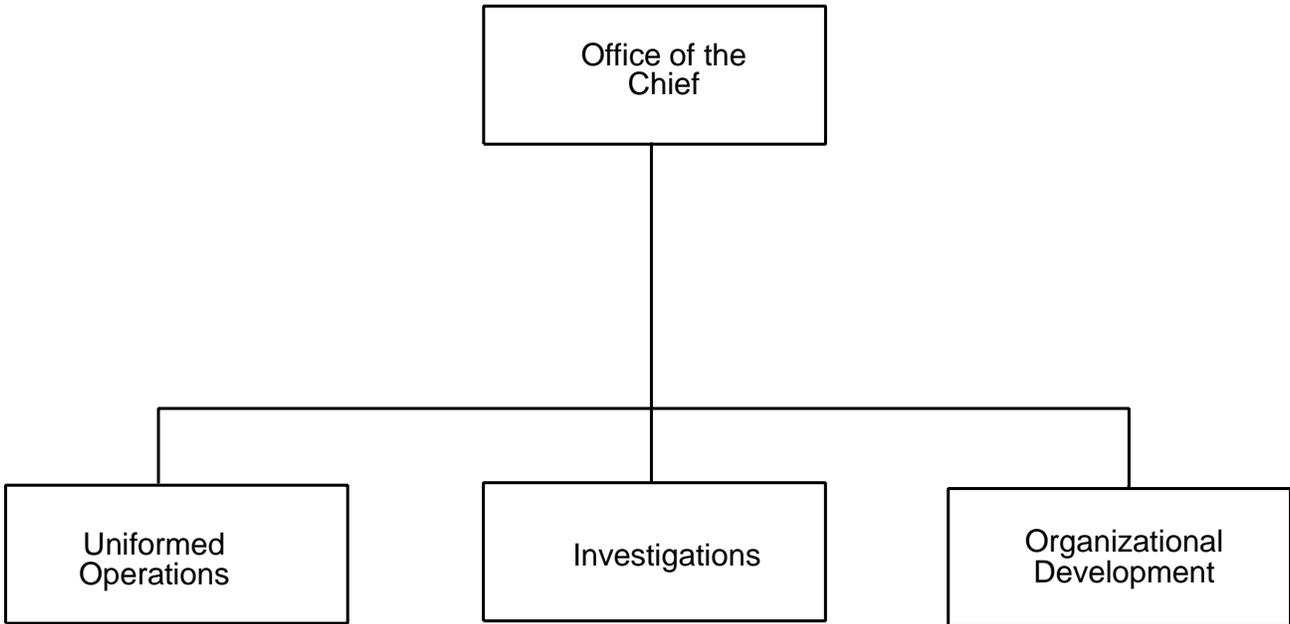
FULL TIME POSITIONS				Adminis- tration	Operations
Br.	Title	Budget 2002-03	Approved 2003-04		
35	ECC Director	1	1	1	
32	Deputy Director - ECC	1	1		1
26	911 Operations Manager	3	3		3
21	Shift Supervisor	12	12		12
200	ECC Trainer	1	1		1
200	CAD Information System Specialist	1	1		1
20	Executive Assistant	1	1	1	
190	EMD Quality Improvement Coord. II	2	2		2
170	Dispatcher II	28	27		27
16	Administrative Assistant	1	1	1	
150	Dispatcher I	72	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	166.0	164.0	7.0	157.0
	Overtime	15.8	16.7	0.0	16.7
	Part Time, Temporary, Seasonal	3.4	3.4	0.0	3.4
	Less: Vacancy Allowance	<u>2.5</u>	<u>2.5</u>	<u>0.0</u>	<u>2.5</u>
	Total	182.7	181.6	7.0	174.6

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 2003-04 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 consolidation of patrol sections	#3 Health, Safety, and Responsibility #7 Quality Service	Fourth Quarter
Office of the Chief	Complete preparation for CALEA re-accreditation in August	#3 Health, Safety, and Responsibility	Second Quarter
Office of the Chief	Evaluate County Consortium records management system	#3 Health, Safety, and Responsibility	Second Quarter
Office of the Chief	Complete Phase II patrol car pilot test of Mobile Data Computing & Automated Field Reporting System	#3 Health, Safety, and Responsibility #5 Regional Partnerships	Fourth Quarter
Bureau of Uniform Operations	Complete installation of laptop computers in patrol vehicles	#3 Health, Safety, and Responsibility	Fourth Quarter
Bureau of Investigations	Implement new supervisory structure for managing field investigations	#3 Health, Safety, and Responsibility #7 Quality Service	Fourth Quarter

Year-to-Year Comparison

<u>Division</u>	<u>Budget 2002-03</u>	<u>Budget 2003-04</u>	<u>Change</u>	<u>Percent Change</u>
Office of the Chief	3,499,900	3,293,700	-206,200	-5.9%
Uniformed Operations	36,907,700	38,742,900	1,835,200	5.0%
Investigations	9,435,200	14,836,500	5,401,300	57.2%
Administration	9,702,100	0	-9,702,100	-100.0%
Organizational Development	0	3,296,500	3,296,500	N/A
Total	59,544,900	60,169,600	624,700	1.0%
Employee Years	922.6	915.0	-7.6	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>
1,350,100	74,000	-10,800	-38,800	3,400	-753,200	624,700

Major Change

Overtime allocation reduced due to budget constraints	-296,400
Funding for supplies and materials is reduced due to budget constraints	-293,000
One time Buckle Up for Safety grant concludes	-100,000
One time funding from forfeiture funds for new weapon transition does not recur	-57,000
An analyst position is added to enhance personnel administration	56,300
A Photo Lab position is eliminated due to budget constraints	-31,700
A part time counseling position is eliminated due to budget constraints	-19,100
Grant funding for Police Trainees does not recur	-12,000

Assignment of Authorized Positions
1994-95 to 2003-04

Year	Office of the Chief & Administration			Uniformed Operations & Investigations			Department		
	Sworn	Non-Sworn	Total	Sworn	Non-Sworn	Total	Sworn	Non-Sworn	Total
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
1994-95	69	85	154	605	56	661	674	141	815

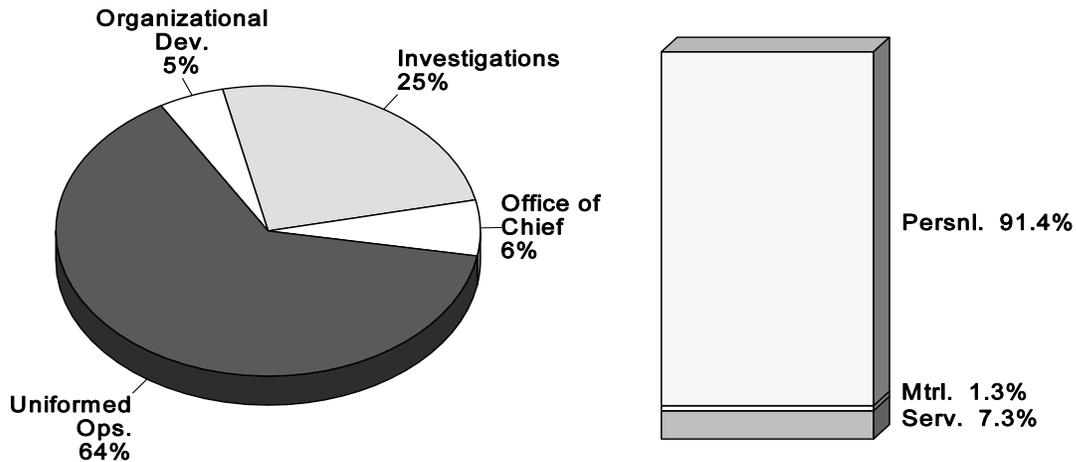
Authorized Sworn Positions
1999-2000 to 2003-04

<u>Positions</u>	<u>1999-2000</u>	<u>2000-01</u>	<u>2001-02</u>	<u>2002-03</u>	<u>2003-04</u>
Chief	1	1	1	1	1
Deputy Chief	2	3	3	3	2*
Commander	3	2	2	2	2
Captain	14	14	14	14	14
Lieutenant	40	40	40	40	40
Sergeant	83	83	83	83	88
Detective C	1	0	0	0	0
Police Officer (Investigator)	60	61	61	61	57
Police Officer	<u>479</u>	<u>503</u>	<u>504</u>	<u>504</u>	<u>503</u>
Total	683	707	708	708	707

*Reflects the conversion of a Deputy Chief position to the Director of Organizational Development position and appointment of a non-sworn individual.

POLICE DEPARTMENT EXPENDITURE SUMMARY

	Actual <u>2001-02</u>	Estimated <u>2002-03</u>	Amended <u>2002-03</u>	Approved <u>2003-04</u>
Appropriation by Major Object				
Personnel Expenses	53,333,637	53,004,600	54,138,800	55,007,200
Materials & Supplies	772,538	943,000	963,400	772,100
Services	4,208,759	4,532,500	4,442,700	4,390,300
Other	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	58,314,934	58,480,100	59,544,900	60,169,600
Appropriation by Activity				
Office of the Chief	3,681,329	3,595,800	3,499,900	3,293,700
Uniformed Operations	35,466,000	35,529,400	36,907,700	38,742,900
Investigations	9,263,779	9,215,400	9,435,200	14,836,500
Administration	9,903,826	10,139,500	9,702,100	0
Organizational Development	<u>0</u>	<u>0</u>	<u>0</u>	<u>3,296,500</u>
Total	58,314,934	58,480,100	59,544,900	60,169,600
Employee Years by Activity				
Office of the Chief	47.5	46.3	47.5	39.0
Uniformed Operations	586.0	575.7	586.0	605.0
Investigations	152.8	148.8	152.8	220.1
Administration	136.3	130.5	136.3	0.0
Organizational Development	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>	<u>50.9</u>
Total	922.6	901.3	922.6	915.0
NET Allocation - Dollars	1,762,700	1,716,400	1,763,800	1,816,700
NET Allocation - Employee Years	30.3	29.0	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 2003-04 work plan includes the following:

Objective	R2010 Campaigns Supported	Projected Completion
Conduct an action-based research project in an attempt to control Rochester's drug markets and reduce the associated harms	#3 Health, Safety, and Responsibility #7 Quality Service	Second Quarter
Complete plan for consolidation of patrol sections	#3 Health, Safety, and Responsibility #7 Quality Service	Fourth Quarter
Coordinate sub-committees of Law Enforcement, Treatment/Prevention, and Data/Technical will continue to meet and work towards achieving the two goals of the Drug Summit: reducing drug-related homicides and violence, and reducing the demand for illegal drugs, especially by youth	#3 Health, Safety, and Responsibility #7 Quality Service	Fourth Quarter

Year-to-Year Comparison

	<u>2002-03</u>	<u>2003-04</u>	<u>Change</u>
Budget	3,499,900	3,293,700	-206,200
Employee Years	47.5	39.0	-8.5

Change Detail

Salary & Wage Adjustment	General Inflation	Chargebacks	Vacancy Allowance	Miscellaneous	Major Change	Total
77,900	11,800	-3,000	-2,600	-500	-289,800	-206,200

Major Change

Professional Standards transfers to Organizational Development	-664,000
Budget unit transfers from Administration	653,900
Special Events Unit transfers to Uniform Operations	-140,100
One time Buckle Up for Safety grant concludes	-100,000
COPS Racial Profiling Grant carry over is partially offset by expired grant components	61,900
Wearing apparel is reduced due to budget constraints	-36,600
Miscellaneous equipment warranty expires, necessitating higher repair allocations	18,300
Disabled unit transferred to Organizational Development	-18,000
Department wide training allocation centralized in Office of the Chief and reduced	-13,900
Reductions are made in various supplies and services due to budget constraints	-16,300
Telephone contract renegotiation results in savings	-11,200
Productivity improvements result in savings	-10,000

**POLICE DEPARTMENT
OFFICE OF THE CHIEF**

Major Change

Officer Assistance Program reduced to reflect projected need	-10,000
Office of Juvenile Justice Development Program Administrative Grant ends	-2,800
Overtime reduced due to budget constraints	-1,000

Program Change

Budget Unit transfers to Office of the Chief from Administration. Special Events transfers from Office of the Chief to Uniform Operations. Disability and Professional Standards transfers from Office of the Chief to Organizational Development and Administration.

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 Chiefs who administer the three bureaus.

INSPECTIONAL SERVICES

This activity provides general staff support to the Chief's Office and manages the Research and Evaluation and Budget sections.

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 conduct of 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.

Performance Indicators

	Actual <u>2001-02</u>	Estimated <u>2002-03</u>	Budget <u>2002-03</u>	Budget <u>2003-04</u>
DEMAND				
Office automation "Help Desk" requests	3,170	2,559	3,500	3,070
WORKLOAD				
General/administrative orders issued	13	20	30	20
Inspectional reports prepared	212	212	212	212
Grant proposals prepared	16	22	20	22
Grants administered	23	24	37	24
EFFICIENCY				
Average backlog, crime report data entry (days)	10	10	15	10

BUDGET

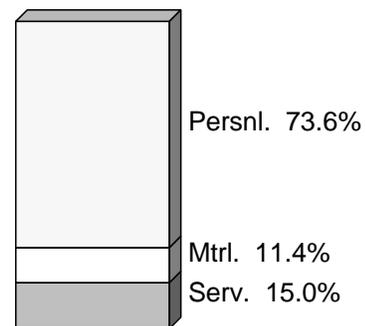
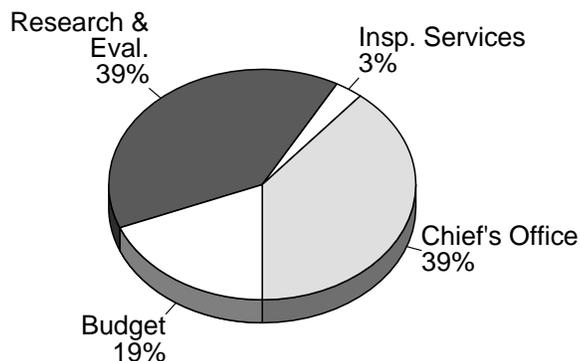
This activity provides central financial management for the Department, including budget preparation, purchasing, and contract administration. It reviews all claims, requisitions, and contracts, and purchases central supplies and services.

POLICE DEPARTMENT
OFFICE OF THE CHIEF
EXPENDITURE SUMMARY

	Actual 2001-02	Estimated 2002-03	Amended 2002-03	Approved 2003-04
Appropriation by Major Object				
Personnel Expenses	3,308,303	3,033,600	2,942,700	2,422,600
Materials & Supplies	17,314	39,700	39,700	376,100
Services	355,712	522,500	517,500	495,000
Other	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	3,681,329	3,595,800	3,499,900	3,293,700

Appropriation by Activity				
Chief's Office	1,190,835	1,367,600	1,304,800	1,270,200
Inspectional Services	188,702	246,200	243,700	104,600
Research and Evaluation	1,322,027	1,344,000	1,274,400	1,301,000
Professional Standards	767,648	620,000	659,000	0
Budget	0	0	0	617,900
Disabled	<u>212,117</u>	<u>18,000</u>	<u>18,000</u>	<u>0</u>
Total	3,681,329	3,595,800	3,499,900	3,293,700

Employee Years by Activity				
Chief's Office	13.2	13.1	13.2	13.2
Inspectional Services	3.0	3.0	3.0	1.0
Research and Evaluation	22.2	21.1	22.2	21.9
Professional Standards	9.1	9.1	9.1	0.0
Budget	0.0	0.0	0.0	2.9
Disabled	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>
Total	47.5	46.3	47.5	39.0



**POLICE DEPARTMENT
OFFICE OF THE CHIEF
PERSONNEL SUMMARY**

FULL TIME POSITIONS				Chief's Office	Inspectional Services	Research & Evaluation	Budget
Br.	Title	Budget 2002-03	Approved 2003-04				
36	Chief of Police	1	1	1			
97	Deputy Chief of Police	2	2	2			
97	Director of Organizational Development	1	1	1			
96	Police Commander	1	1		1		
95	Police Captain	1	1			1	
94	Police Lieutenant	4	2	1		1	
92	Police Sergeant	8	5	4		1	
90B	Police Officer (Investigator)	1	1	1			
90	Police Officer	5	2			2	
26	Associate Admin Analyst	0	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	Police Stenographer	2	0				
17	Office Automation Specialist	2	2			2	
16	Secretary to the Chief	1	1	1			
16	Administrative Assistant	1	1	1			
12	Computer Operator	1	1			1	
11	Secretary	1	1			1	
11	Clerk I	1	0				
10	Sr. Finance Clerk	0	1				1
9	Clerk II with Typing	1	1			1	
9	Clerk II	1	2			1	1
7	Clerk III with Typing	2	2	1		1	
3	Clerk Typist	2	2			2	
EMPLOYEE YEARS							
Full Time		46.0	38.0	13.0	1.0	21.0	3.0
Overtime		0.3	0.0	0.0	0.0	0.0	0.0
Part Time, Temporary, Seasonal		1.5	1.4	0.2	0.0	1.2	0.0
Less: Vacancy Allowance		<u>0.3</u>	<u>0.4</u>	<u>0.0</u>	<u>0.0</u>	<u>0.3</u>	<u>0.1</u>
Total		47.5	39.0	13.2	1.0	21.9	2.9

**POLICE DEPARTMENT
UNIFORMED OPERATIONS**

The Uniformed Operations Bureau 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. Special Events unit coordinates police presence at community functions. The Animal Services activity enforces animal control laws and maintains a shelter for impounded animals.

The 2003-04 work plan includes the following:

Objective	R2010 Campaigns Supported	Projected Completion
Complete installation of laptop computers in patrol vehicles	#3 Health, Safety, and Responsibility	Fourth Quarter

Year-to-Year Comparison

	<u>2002-03</u>	<u>2003-04</u>	<u>Change</u>
Budget	36,907,700	38,742,900	1,835,200
Employee Years	586.0	605.0	19.0

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>
984,700	14,900	-7,800	-2,200	1,100	844,500	1,835,200

Major Change

Animal Services transfers from Administration	1,004,500
Funding for overtime is reduced due to budget constraints	-259,000
Special Events transfers from Office of the Chief	140,100
Truancy Reduction Grant expires	-21,300
Travel and training is centralized in Office of the Chief	-12,500
Productivity improvements result in savings	-12,000
Rent and maintenance increase for Clinton Section	8,900
Various supplies and services are reduced due to budget constraints	-7,300
Utility and Water costs increase	4,900
Stop DWI Grant is centralized in Traffic Unit and is reduced	-1,800

Program Change

Animal Services and Special Events transfer to Uniform Operations.

**POLICE DEPARTMENT
UNIFORMED OPERATIONS**

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.

PATROL DIVISION – R2010 Campaign #3 - Health, Safety & Responsibility

This activity provides 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.

This division includes seven sectors covering the City; the Downtown Section is responsible for the Center City, while the other six sections provide services to residents and businesses in designated geographic areas. Each section 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>
Lake	1495 Lake Avenue
Downtown	107-115 Liberty Pole Way
Maple	261 Child Street
Genesee	849 West Main Street
Highland	714-730 University Avenue
Goodman	262 Waring Road
Clinton	275 Upper Falls Blvd.

Performance Indicators

	<u>Actual 2001-02</u>	<u>Estimated 2002-03</u>	<u>Budget 2002-03</u>	<u>Budget 2003-04</u>
DEMAND				
Calls for service (all units):				
● Priority I	183,947	189,504	151,000	190,000
● Priority II	<u>291,394</u>	<u>280,562</u>	<u>342,000</u>	<u>300,000</u>
Total	475,341	470,066	493,000	490,000
Reported crimes:				
● Part I	16,948	18,708	18,800	18,800
● Part II	<u>24,097</u>	<u>22,572</u>	<u>20,200</u>	<u>22,000</u>
Total	41,045	41,280	39,000	40,800
Reported violent events	1,648	1,870	1,300	1,600

WORKLOAD

Investigations conducted:				
● Field & Closed	23,655	22,536	24,000	24,000
● Office	17,374	18,718	16,500	17,500
Uniform traffic summonses issued	42,599	39,930	37,800	38,500
Parking citations issued	115,900	108,380	117,000	116,730
Field information forms completed	23,468	22,290	23,500	23,500
Events (total units responding to calls)	746,764	732,490	705,000	725,000
Foot and bicycle patrol hours	16,272	21,000	20,900	20,900
Community meetings conducted	2,120	1,936	2,750	2,250

**POLICE DEPARTMENT
UNIFORMED OPERATIONS**

9-11

Performance Indicators

	<u>Actual</u> <u>2001-02</u>	<u>Estimated</u> <u>2002-03</u>	<u>Budget</u> <u>2002-03</u>	<u>Budget</u> <u>2003-04</u>
EFFICIENCY				
Workload per officer*:				
● Calls for service	1,088	1,076	1,050	1,060
● Reported crimes (Parts I and II)	94	94	89	90
● Arrests	58	54	56	56
Percentage of crimes cleared	53%	49%	55%	55%
RESULTS				
Crimes cleared	21,861	20,240	22,500	21,000

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.

Performance Indicators

	<u>Actual</u> <u>2001-02</u>	<u>Estimated</u> <u>2002-03</u>	<u>Budget</u> <u>2002-03</u>	<u>Budget</u> <u>2003-04</u>
DEMAND				
Canine unit assignments	6,886	6,704	7,874	8,374
Tactical details scheduled	128	130	130	200
Mounted Patrol details assigned	470	450	450	470
Mounted Patrol special service requests	950	900	900	950

**POLICE DEPARTMENT
UNIFORMED OPERATIONS**

Performance Indicators

	<u>Actual</u> <u>2001-02</u>	<u>Estimated</u> <u>2002-03</u>	<u>Budget</u> <u>2002-03</u>	<u>Budget</u> <u>2003-04</u>
WORKLOAD				
Canine searches conducted	1,452	1,888	1,600	1,700
Tactical details conducted	128	130	130	200
Ceremonial details conducted	42	40	40	40
Special squad activations:				
● Emergency Task Force	11	14	14	12
● Bomb Squad	60	175	175	65
● SCUBA Squad	12	9	9	12
● Crisis Negotiation Team	14	12	12	14
● Mobile Field Force	0	3	3	3
STOP-DWI details conducted	90	90	90	90
Special enforcement details conducted	483	100	100	485
Truancy contacts	1,708	1,500	1,500	1,700
School mediations	3,849	2,500	2,500	3,850
Joint police-probation visits	2,392	2,450	2,450	2,400
RESULTS				
Arrests made:				
● Canine unit	220	296	375	300
● Tactical unit	212	300	300	550
● DWI arrests (all Patrol units)	1,123	1,000	1,000	1,000
● Mounted Patrol unit	24	22	22	25
Youth diverted	1,054	900	900	1,000
Juvenile arrests	1,799	1,500	1,500	1,800

SPECIAL EVENTS – R2010 Campaign #3 - Health, Safety & Responsibility

This function coordinates Department response to community events such as parades, festivals, and sporting events.

Performance Indicators

	<u>Actual</u> <u>2001-02</u>	<u>Estimated</u> <u>2002-03</u>	<u>Budget</u> <u>2002-03</u>	<u>Budget</u> <u>2003-04</u>
DEMAND				
Special events covered	592	700	700	700
Overtime hours worked	19,809	20,000	N/A	20,000

N/A - Not Applicable

POLICE DEPARTMENT
UNIFORMED OPERATIONS

9-13

ANIMAL SERVICES – R2010 Campaign #3 - Health, Safety & Responsibility
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This activity 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

	<u>Actual</u> <u>2001-02</u>	<u>Estimated</u> <u>2002-03</u>	<u>Budget</u> <u>2002-03</u>	<u>Budget</u> <u>2003-04</u>
DEMAND				
Service requests	18,832	20,000	20,000	20,000
WORKLOAD				
Reported dog bites	346	330	330	330
Wildlife calls	837	600	600	1,000
Dogs impounded	3,720	4,500	4,200	3,500
Cats impounded	2,716	2,700	2,800	2,700
Tickets issued	1,481	1,600	1,600	1,500
Outreach/Presentations	N/A	N/A	N/A	100
RESULTS				
Dogs redeemed and adopted:				
● Adoptions	N/A	N/A	N/A	700
● Redemptions	N/A	N/A	N/A	1,000
● Transfers	N/A	N/A	N/A	<u>100</u>
Total	1,899	2,000	2,100	1,800
Dogs euthanized	1,709	2,500	2,100	1,700
Cats redeemed and adopted				
● Adoptions	N/A	N/A	N/A	450
● Redemptions	N/A	N/A	N/A	50
● Transfers	N/A	N/A	N/A	<u>100</u>
Total	788	600	600	600
Cats euthanized	1,829	1,700	2,200	2,000

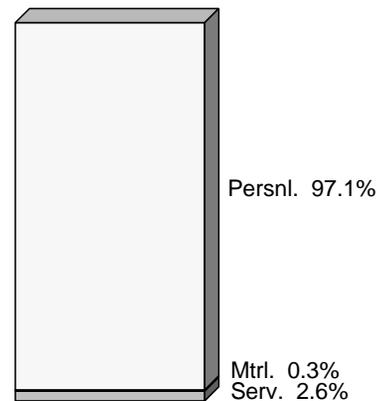
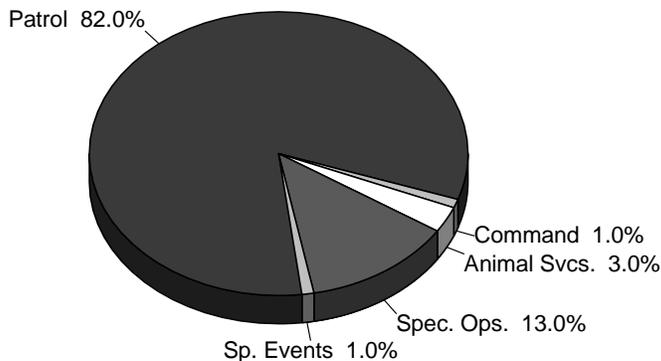
N/A - Not Applicable

**POLICE DEPARTMENT
UNIFORMED OPERATIONS
EXPENDITURE SUMMARY**

	<u>Actual 2001-02</u>	<u>Estimated 2002-03</u>	<u>Amended 2002-03</u>	<u>Approved 2003-04</u>
Appropriation by Major Object				
Personnel Expenses	34,619,616	34,609,900	36,024,100	37,631,400
Materials & Supplies	47,970	72,800	72,000	111,200
Services	798,414	846,700	811,600	1,000,300
Other	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	35,466,000	35,529,400	36,907,700	38,742,900

Appropriation by Activity				
Command	677,064	399,800	463,900	478,800
Patrol Division (Section Patrol)	30870977	30,845,300	32,890,900	32,167,000
Special Operations	3,917,959	4,284,300	3,552,900	4,900,700
Special Events	0	0	0	149,700
Animal Services	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,046,700</u>
Total	35,466,000	35,529,400	36,907,700	38,742,900

Employee Years by Activity				
Command	6.0	6.0	6.0	6.1
Patrol Division (Section Patrol)	539.6	520.4	539.6	499.6
Special Operations	40.4	49.3	40.4	72.7
Special Events	0.0	0.0	0.0	2.0
Animal Services	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>	<u>24.6</u>
Total	586.0	575.7	586.0	605.0



**POLICE DEPARTMENT
UNIFORMED OPERATIONS
PERSONNEL SUMMARY**

FULL TIME POSITIONS				Command	Patrol Division	Special Operations	Special Events	Animal Services
Br.	Title	Budget 2002-03	Approved 2003-04					
96	Police Commander	1	1	1				
95	Police Captain	10	10	2	7	1		
94	Police Lieutenant	30	32	1	28	2	1	
92	Police Sergeant	53	54	1	47	6	0	
90B	Police Officer (Investigator)	37	34		34			
90	Police Officer	403	404		353	50	1	
26	Director of Animal Services	0	1					1
18	Supervisor of Animal Control	0	1					1
16	Animal Shelter Manager	0	1					1
14	Assistant Supervisor of Animal Control	0	2					2
12	Animal Control Officer	0	10					10
11	Assistant Shelter Manager	0	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	7		7			
3	Clerk typist	0	1					1
2	Animal Care Technician	0	7					7
EMPLOYEE YEARS								
Full Time		553.0	578.0	6.0	486.0	60.0	2.0	24.0
Overtime		31.2	25.2	0.1	20.8	3.6	0.0	0.7
Part Time, Temporary, Seasonal		11.0	11.1	0.0	0.5	10.2	0.0	0.4
Less: Vacancy Allowance		9.2	9.3	0.0	7.7	1.1	0.0	0.5
Total		586.0	605.0	6.1	499.6	72.7	2.0	24.6

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 2002-03	Proposed 2003-04
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
INVESTIGATIONS BUREAU**

This Bureau investigates major crimes and provides investigative support to the Uniformed Operations Bureau. Specialized units respond to homicide and serious assault, forgery and fraud, arson, and serious motor vehicle accidents. Property clerk and auto pound staff receive, safeguard, and dispose of recovered property and impounded vehicles. The bureau operates a photo processing lab serving other City and regional agencies, as well as the Department. At the Headquarters Desk, Bureau personnel conduct record checks, receive complaints and warrant requests, print court dockets, provide fingerprinting services, access and supply copies of public records, and answer inquiries regarding police and court activities. The Call Reduction unit operates the 311 non-emergency phone facility, as well as several specific informational "hot lines" and prepares Tele-Serve police reports, reducing workload on field personnel. The Special Investigation Section conducts narcotics, gambling, and organized crime investigations. The bureau also supports field personnel through crime scene evidence collection, crime pattern analysis, and preparation of court documents.

The 2003-04 work plan includes the following:

Objective	R2010 Campaigns Supported	Projected Completion
Implement new supervisory structure for managing field investigations.	#3 Health, Safety, and Responsibility #7 Quality Service	Fourth Quarter

Year-to-Year Comparison

	<u>2002-03</u>	<u>2003-04</u>	<u>Change</u>
Budget	9,435,200	14,836,500	5,401,300
Employee Years	152.8	220.1	67.3

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>
199,500	37,100	0	-32,700	2,700	5,194,700	5,401,300

Major Change

Technical Support Section transfers from Administration	6,165,500
Family & Victim Services transfers to Organizational Development	-892,400
Towing allocation is increased based on projected demand	92,000
Overtime increased due to unit transfers	42,700
Auto Theft Grant for overtime does not recur	-50,000
Weed & Seed Grant allocation does not recur	-50,000
A Photo Lab position is eliminated due to budget constraints	-31,700
Productivity improvements result in savings	-28,400
Photo Lab supplies expenses are reduced due to budget constraints	-24,800
Funding for professional fees is reduced due to budget constraints	-20,000
Travel and training expenses are centralized in Office of the Chief	-7,200
Miscellaneous supplies are reduced due to budget constraints	-6,400
Cellular phone charges increase due to transfers	5,400

POLICE DEPARTMENT
INVESTIGATIONS BUREAU

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Program Change

Technical Support Section transfers to Investigations. Family and Victim Services Unit transfers to Organizational Development.

COMMAND

The Command activity supervises Central Investigations Division.

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

This activity investigates homicides, suspicious or unexplained deaths, and crimes involving serious physical injury where death may occur.

Performance Indicators

	<u>Actual</u> 2001-02	<u>Estimated</u> 2002-03	<u>Budget</u> 2002-03	<u>Budget</u> 2003-04
DEMAND				
Investigations required	93	80	67	85
WORKLOAD				
Investigations conducted				
• Current cases	93	80	67	85
• “Cold” cases	30	30	20	30
RESULTS				
Current and “Cold” cases cleared	25	30	42	35

INVESTIGATIVE SERVICES – R2010 Campaign #3 - Health, Safety & Responsibility

This activity coordinates investigations of arson, forgery, fraud, and serious vehicle accidents, coordinating the efforts of activity personnel with patrol section investigators. It issues a variety of permits and licenses and conducts related investigations and hearings. The activity receives missing persons reports, and coordinates reporting and investigating these incidents. Activity personnel participate in the Impact Team, a joint response to family violence involving personnel from the Monroe County Sheriff's Department, Child Protective Services, the District Attorney, the City School District, and Strong Hospital.

Performance Indicators

	<u>Actual</u> 2001-02	<u>Estimated</u> 2002-03	<u>Budget</u> 2002-03	<u>Budget</u> 2003-04
DEMAND				
Check and fraud cases assigned	264	240	500	250
Reported child abuse offenses	182	220	220	220
Missing persons reported	2,042	2,080	2,040	2,100
Applications received:				
• Alarm permits (est.)	13,255	14,000	14,000	14,000
• Licenses (est.)	5,000	5,000	5,000	5,000
WORKLOAD				
Investigations conducted:				
• Checks/Frauds	508	505	500	500
• Arson	295	340	420	350
License applicants investigated (est.)	5,000	5,000	5,000	5,000

**POLICE DEPARTMENT
INVESTIGATIONS BUREAU**

Performance Indicators

	<u>Actual</u> <u>2001-02</u>	<u>Estimated</u> <u>2002-03</u>	<u>Budget</u> <u>2002-03</u>	<u>Budget</u> <u>2003-04</u>
RESULTS				
Arrests:				
● Forgery & Fraud	258	250	280	[*]260
● Child Abuse	50	45	120	50
● Arson	39	42	60	45

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.

Performance Indicators

	<u>Actual</u> <u>2001-02</u>	<u>Estimated</u> <u>2002-03</u>	<u>Budget</u> <u>2002-03</u>	<u>Budget</u> <u>2003-04</u>
DEMAND				
Property lots acquired	16,005	15,074	15,300	15,300
Vehicles impounded	10,994	11,428	10,900	11,100
Firearms referred for investigation	1,014	956	1,200	1,000
Information requests received	350,000	335,000	370,000	450,000
Accident reports submitted	8,300	10,000	10,000	13,000
Subpoena requests (DA's Office)	6,500	13,000	10,000	13,000
Warrants referred for service	8,050	8,000	9,000	9,000
Requests for service:				
● Teleserve	N/A	N/A	N/A	15,000
● Call Reduction/311	N/A	N/A	N/A	170,500
● Drug/Gun Hot Lines	N/A	N/A	N/A	5,000
● Crime Stoppers	N/A	N/A	N/A	3,000
● Headquarters[*]	N/A	N/A	N/A	100,000
Rolls of film submitted for processing	11,000	10,800	8,200	9,000
Fingerprinting requests	7,617	7,300	81,500	8,600
Freedom of Information Law (FOIL) requests	580	500	950	1,000

POLICE DEPARTMENT
INVESTIGATIONS BUREAU

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Performance Indicators

	<u>Actual</u> <u>2001-02</u>	<u>Estimated</u> <u>2002-03</u>	<u>Budget</u> <u>2002-03</u>	<u>Budget</u> <u>2003-04</u>
WORKLOAD				
Property lots disposed	10,495	6,800	9,500	9,500
Auctions conducted:				
● Automobiles	26	26	26	26
● Other property	3	3	2	4
Vehicles disposed of:				
● Released to owner	7,390	7,768	6,800	7,768
● Sold at auction	2,000	1,600	2,200	2,200
● Sold for salvage	1,604	1,560	1,900	1,900
Firearms disposed of:				
● Released to owner	350	400	400	400
● Destroyed	700	600	1,151	1,151
Arrest reports entered	38,000	41,000	38,000	41,800
Dispositions posted	33,930	34,000	40,000	100,000
Bail postings accepted	4,409	5,000	6,000	6,000
Records sealed	8,000	10,000	10,000	20,000
Uniform Traffic Summons processed	36,000	40,000	48,000	40,000
Subpoenas processed (DA's)	9,000	9,000	10,000	10,000
Subpoenas processed (Courts)	N/A	400	500	400
Warrant letters sent	7,000	7,000	7,000	7,000
Court notifications processed	350	200	350	350
Reports Generated:				
● Crime	N/A	12,000	N/A	13,200
● Investigative Action	N/A	2,300	N/A	2,500
● FIF's	N/A	800	N/A	880
● Incident	N/A	2,500	N/A	2,750
Photo prints processed:				
● City departments	134,500	150,000	134,500	134,500
● Non-City agencies	34,840	30,000	30,000	30,000
● Mug shots printed	250	450	500	500
Fingerprint cards processed:				
● Pistol permits	1,410	1,000	1,500	1,200
● Job applicants, immigration, and other	1,500	1,000	2,300	1,500
● Parolees	1,150	1,100	1,200	1,300
● Deceased records	626	600	650	800
● Court prints	3,474	2,500	2,500	2,500
FOIL requests processed	460	800	580	850
Calls Answered:				
● Teleserve	8,585	16,000	14,000	15,400
● Call Reduction	292	500	130,000	149,000
● Drug/Gun Hot Lines	1,940	2,900	4,100	5,000
● Crime Stoppers	N/A	2,500	N/A	3,000
● Headquarters	N/A	85,000	N/A	93,000
Criminal History Check	N/A	8,400	N/A	9,250

N/A - Not Applicable

FAMILY & VICTIM SERVICES – R2010 Campaign #3 - Health, Safety & Responsibility

This activity transfers to Organizational Development.

**POLICE DEPARTMENT
INVESTIGATIONS BUREAU**

CRIME ANALYSIS – R2010 Campaign #3 - Health, Safety & Responsibility

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 activity 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.

Performance Indicators

	<u>Actual 2001-02</u>	<u>Estimated 2002-03</u>	<u>Budget 2002-03</u>	<u>Budget 2003-04</u>
DEMAND				
Investigative packages for review	2,400	2,400	2,500	2,500
WORKLOAD				
Part I crimes monitored	16,732	16,700	16,732	17,400
Investigative packages reviewed	2,400	2,400	2,500	2,500
Intake warrant packages prepared	3,550	3,550	3,800	3,952

Part I - Criminal homicide, forcible rape, robbery, assault, burglary, larceny, motor vehicle theft, arson

TECHNICIANS UNIT – R2010 Campaign #3 - Health, Safety & Responsibility

The Technicians 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 2001-02</u>	<u>Estimated 2002-03</u>	<u>Budget 2002-03</u>	<u>Budget 2003-04</u>
DEMAND				
Crime scene assignments	9,105	9,000	9,000	9,000
Reported traffic accidents:				
● Fatal	44	44	58	44
● Hit and run non-fatal	2,511	2,500	2,664	2,500
● RPD fleet vehicles	11	10	8	10
WORKLOAD				
Fingerprint tests performed (est.)	12,500	12,500	12,500	12,500
Serious incidents processed	54	60	60	60
State Automated Fingerprint Identification System (SAFIS) inquiries	570	600	600	600
RESULTS				
Identifications made through fingerprints	250	300	300	300
SAFIS identifications				
● Criminal	145	170	170	170
● Non-criminal	48	50	25	50

POLICE DEPARTMENT
INVESTIGATIONS BUREAU

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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 2001-02</u>	<u>Estimated 2002-03</u>	<u>Budget 2002-03</u>	<u>Budget 2003-04</u>
DEMAND				
Investigations requested and opened:				
● Narcotics*	1,902	1,780	2,500	1,800
● Intelligence	68	60	75	60
WORKLOAD				
Search warrants executed	459	250	600	300
Cases closed:				
● Narcotics	1,938	1,800	2,500	1,800
● Intelligence	64	42	40	48
● FSU/Gun Unit	132	72	130	70
Interdiction details	60	84	45	100
RESULTS				
Arrests	1,301	1,548	1,700	1,700
Total charges	2,400	2,778	3,500	3,500
Drugs seized:				
● Cocaine (kilograms)	12.0	9.0	20.0	15.0
● Heroin (grams)	110.0	1.5	30.0	120.0
● Marijuana (kilograms)	514.0	522.0	300.0	520.0
● Designer Drugs/LSD (grams)	0	8	10	10
Weapons seized:				
● Handguns	82	114	50	90
● Shotguns and rifles	48	104	56	60
Vehicles seized	18	14	22	14

*Demand indicator reflects only those narcotics complaints referred to Special Investigations; other complaints are referred to patrol sections and NET offices.

**POLICE DEPARTMENT
INVESTIGATIONS BUREAU
EXPENDITURE SUMMARY**

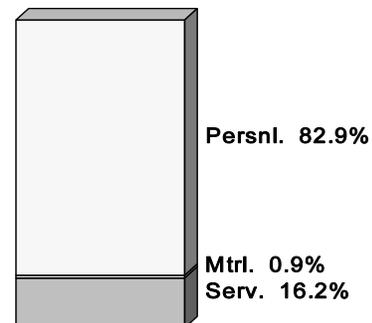
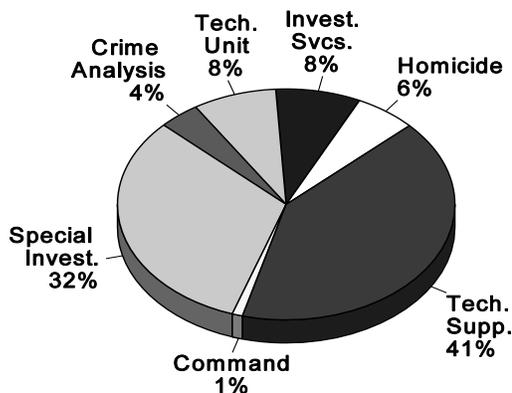
	<u>Actual</u> <u>2001-02</u>	<u>Estimated</u> <u>2002-03</u>	<u>Amended</u> <u>2002-03</u>	<u>Approved</u> <u>2003-04</u>
Appropriation by Major Object				
Personnel Expenses	8,933,634	8,841,800	9,061,500	12,301,000
Materials & Supplies	42,980	56,600	60,300	127,800
Services	287,165	317,000	313,400	2,407,700
Other	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	9,263,779	9,215,400	9,435,200	14,836,500

Appropriation by Activity

Command	130,038	141,500	203,800	139,100
Homicide	840,502	854,600	843,800	818,800
Investigative Services	959,847	833,400	1,076,200	1,183,600
Technical Support	0	0	0	6,244,700
Family & Victims Services	1,021,950	1,088,800	892,800	0
Crime Analysis	641,928	643,700	654,300	600,300
Technicians Unit	1,052,235	1,022,400	1,086,200	1,153,100
Special Investigations	<u>4,617,279</u>	<u>4,631,000</u>	<u>4,678,100</u>	<u>4,696,900</u>
Total	9,263,779	9,215,400	9,435,200	14,836,500

Employee Years by Activity

Command	2.9	2.9	2.9	2.0
Homicide	11.6	11.7	11.6	11.9
Investigative Services	18.4	18.8	18.4	17.1
Technical Support	0.0	0.0	0.0	90.2
Family & Victims Services	21.1	17.9	21.1	0.0
Crime Analysis	13.3	13.7	13.3	12.9
Technicians Unit	18.2	16.4	18.2	18.6
Special Investigations	<u>67.3</u>	<u>67.4</u>	<u>67.3</u>	<u>67.4</u>
Total	152.8	148.8	152.8	220.1



POLICE DEPARTMENT
INVESTIGATIONS BUREAU
PERSONNEL SUMMARY

FULL TIME POSITIONS				Command	Homicide	Investigative Services	Technical Support	Crime Analysis	Technicians Unit	Special Investigations
Br.	Title	Budget 2002-03	Approved 2003-04							
95	Police Captain	2	3	1			1			1
94	Police Lieutenant	4	4	0	1	1				2
92	Police Sergeant	14	20		1	2	6	1	1	9
90B	Police Officer (Investigator)	23	22		9	7		1		5
90	Police Officer	66	90			4	24	3	14	45
26	Manager of Police Property	0	1				1			
22	Police Program Coordinator	1	0							
20	Victim Services Coordinator	1	0							
20	Youth Services Specialist	1	0							
20	Executive Assistant	1	1			1				
18	Counseling Specialist	7	0							
16	Police Evidence Technician	3	3						3	
16	Senior Property Clerk	0	3				3			
16	Supervisor Police Photo Lab	0	1				1			
14	Police Paralegal	4	4					4		
14	Police Paralegal Bilingual	1	1					1		
14	Victim Assistance Counselor	6	0							
11	Police Identification Tech-Trick	0	4				4			
11	Senior Photo Lab Technician	0	1				1			
11	Lead Police Information Clerk	0	3				3			
11	Clerk I	1	1	1						
11	Secretary	1	1							1
9	Police Information Clerk	0	16				16			
9	Property Clerk	0	5				5			
9	Lot Attendant	0	6				6			
9	Clerk II	4	6			2	2	1		1
9	Clerk II with Typing	1	4				3			1
7	Clerk III with Typing	3	5				4	1		0
3	Clerk Typist	1	5				4	1		
EMPLOYEE YEARS										
Full Time		145.0	210.0	2.0	11.0	17.0	84.0	13.0	18.0	65.0
Overtime		5.9	8.2	0.0	0.9	0.2	2.9	0.1	0.9	3.2
Part Time, Temporary, Seasonal		3.9	4.8	0.0	0.0	0.2	4.6	0.0	0.0	0.0
Less: Vacancy Allowance		<u>2.0</u>	<u>2.9</u>	<u>0.0</u>	<u>0.0</u>	<u>0.3</u>	<u>1.3</u>	<u>0.2</u>	<u>0.3</u>	<u>0.8</u>
Total		152.8	220.1	2.0	11.9	17.1	90.2	12.9	18.6	67.4

**POLICE DEPARTMENT
ADMINISTRATION BUREAU**

The Administration Bureau previously coordinated administrative support to the Department in carrying out its mission. Bureau functions included Headquarters Desk, Support Services, Call Reduction Unit, Family and Victim Services, Photo Lab, Identification Unit, Technicians Unit, Professional Development, and Personnel.

Year-to-Year Comparison

	<u>2002-03</u>	<u>2003-04</u>	<u>Change</u>
Budget	9,702,100	0	-9,702,100
Employee Years	136.3	0.0	-136.3

Program Change

In 2003-04 this bureau is eliminated. Technical Support transfers to Investigations. Animal Services transfers to Uniform Operations. Budget unit transfers to the Office of the Chief.

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	0	0	0	-9,702,100	-9,702,100

Major Change

Support Services transfers to Investigations	-2,813,000
Technical Support/Headquarters transfers to Investigations	-1,612,300
Professional Development transfers to Organizational Development	-1,547,000
Call Reduction transfers to Investigations	-1,307,100
Animal Services transfers to Uniformed Operations	-1,004,500
Budget transfers to Office of the Chief	-653,900
Personnel transfers to Organizational Development	-331,200
Identification transfers to Investigations	-248,000
Photo Lab transfers to Investigations	-185,100

POLICE DEPARTMENT
ADMINISTRATION BUREAU
EXPENDITURE SUMMARY

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	<u>Actual</u> <u>2001-02</u>	<u>Estimated</u> <u>2002-03</u>	<u>Amended</u> <u>2002-03</u>	<u>Approved</u> <u>2003-04</u>
Appropriation by Major Object				
Personnel Expenses	6,472,084	6,519,300	6,110,500	0
Materials & Supplies	664,274	773,900	791,400	0
Services	2,767,468	2,846,300	2,800,200	0
Other	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	9,903,826	10,139,500	9,702,100	0
Appropriation by Activity				
Technical Support	6,266,143	6,339,500	6,165,500	0
Animal Services	876,813	1,005,600	1,004,500	0
Professional Development	1,748,321	1,808,900	1,547,000	0
Budget & Personnel	<u>1,012,549</u>	<u>985,500</u>	<u>985,100</u>	<u>0</u>
Total	9,903,826	10,139,500	9,702,100	0
Employee Years by Activity				
Technical Support	89.0	86.4	89.0	0.0
Animal Services	24.5	23.8	24.5	0.0
Professional Development	16.4	13.9	16.4	0.0
Budget & Personnel	<u>6.4</u>	<u>6.4</u>	<u>6.4</u>	<u>0.0</u>
Total	136.3	130.5	136.3	0.0

POLICE DEPARTMENT
ADMINISTRATION BUREAU
PERSONNEL SUMMARY

FULL TIME POSITIONS			
Br.	Title	Budget 2002-03	Approved 2003-04
95	Police Captain	1	0
94	Police Lieutenant	2	0
92	Police Sergeant	8	0
90	Police Officer	30	0
26	Associate Administrative Analyst	1	0
26	Director of Animal Services	1	0
26	Manager of Police Property	1	0
18	Supervisor of Animal Control	1	0
16	Administrative Assistant	1	0
16	Animal Shelter Manager	1	0
16	Senior Property Clerk	3	0
16	Supervisor Police Photo Lab	1	0
15	Graphic Artist	1	0
15	Volunteer Coordinator	1	0
14	Assistant Supervisor of Animal Control	2	0
12	Animal Control Officer	10	0
11	Assistant Shelter Manager	1	0
11	Police Identification Tech.-Trick	4	0
11	Senior Photo Lab Technician	1	0
11	Lead Police Information Clerk	3	0
10	Sr. Finance Clerk	1	0
9	Clerk II	3	0
9	Clerk II with Typing	5	0
9	Lot Attendant	6	0
9	Police Information Clerk	16	0
9	Property Clerk-Trick	5	0
8	Photo Lab Technician	1	0
7	Clerk III with Typing	6	0
3	Clerk Typist	5	0
2	Animal Care Technician	7	0
EMPLOYEE YEARS			
	Full Time	129.0	0.0
	Overtime	3.9	0.0
	Part Time, Temporary, Seasonal	5.4	0.0
	Less: Vacancy Allowance	<u>2.0</u>	<u>0.0</u>
	Total	136.3	0.0

POLICE DEPARTMENT
ORGANIZATIONAL DEVELOPMENT

9-27

The Organizational Development Bureau is responsible for providing administrative services necessary to Department operations. Included are 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.

Year-to-Year Comparison

	<u>2002-03</u>	<u>2003-04</u>	<u>Change</u>
Budget	0	3,296,500	3,296,500
Employee Years	0.0	50.9	50.9

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>
88,000	10,200	0	-1,300	100	3,199,500	3,296,500

Program Change

The Bureau is new. Professional Development, Professional Standards, Disability, Family & Victim Services, and Personnel Units transfer in. Spring 2004 recruit class is accelerated to Fall 2003 to reduce the number of vacant sworn positions.

Major Change

Professional Development transfers from Administration	1,547,000
Family and Victim Services transfers from Investigations	892,400
Professional Standards transfers from Office of the Chief	664,000
Personnel transfers from Administration	331,200
Miscellaneous supplies are reduced due to budget constraints	-71,300
Various reductions associated with unit transfers	-63,400
One time forfeiture fund allocation for gun transition program does not recur	-57,000
An analyst position added to enhance personnel administration	56,300
Medical expenses projections are reduced based on projected need	-30,000
Overtime reduced due to budget constraints	-26,900
A part time counseling position is eliminated due to budget constraints	-19,100
Disabled unit transfers from Office of the Chief	18,000
Transition to new weapon is partially complete, reducing expense	-15,000
Grant funding for Police Trainees does not recur	-12,000
Bullet trap equipment maintenance increase	11,100
Productivity improvements result in savings	-9,400
Travel and training funding centralized in Office of the Chief	-7,400
Juvenile Accountability Incentive Block Grant, expiring September 2003, is partially reduced	-4,600
Safe Kids Grant is reduced	-4,400

**POLICE DEPARTMENT
ORGANIZATIONAL DEVELOPMENT**

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 2001-02</u>	<u>Estimated 2002-03</u>	<u>Budget 2002-03</u>	<u>Budget 2003-04</u>
DEMAND				
Recruit training slots	26	30	25	30
Lateral transfers accepted	0	0	5	0
Personnel requiring in-service training:				
● Sworn	708	708	708	708
● Non-sworn	182	182	182	182
Applicants for Police Officer exam	1,102	976	1,500	1,500
WORKLOAD				
Training sessions held	539	600	700	800
Total attendees	3,603	4,550	4,000	4,500
In-service training hours	45,792	52,392	47,500	50,000
Background investigations conducted	136	145	200	200
RESULTS				
New officers trained:				
● Academy	25	23	30	25
● Field Training	22	22	30	25

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 2001-02</u>	<u>Estimated 2002-03</u>	<u>Budget 2002-03</u>	<u>Budget 2003-04</u>
DEMAND				
Incident reviews initiated	83	85	75	85
Civil suit investigations requested	98	100	105	100
Fleet vehicle accidents	136	125	130	125
Subject resistance reports for review	670	650	630	630
Investigations requested	178	160	135	150
WORKLOAD				
Incident reviews completed	83	85	75	85
Civil suit investigations completed	98	100	105	100
Accident reports completed	136	125	130	125
Subject resistance reports reviewed	670	650	630	630
Investigations conducted	148	130	120	130

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.

Performance Indicators

	<u>Actual</u> <u>2001-02</u>	<u>Estimated</u> <u>2002-03</u>	<u>Budget</u> <u>2002-03</u>	<u>Budget</u> <u>2003-04</u>
DEMAND				
FACIT requests	4,944	5,208	5,208	5,380
WORKLOAD				
FACIT responses	4,944	5,208	5,208	5,380
Victim assistance contacts	5,360	4,671	5,200	5,010
Crime seminars	320	280	380	275

PERSONNEL

This unit provides personnel management for the Department, including job classification, hiring and promotion, payroll, and maintenance of related records.

DISABLED

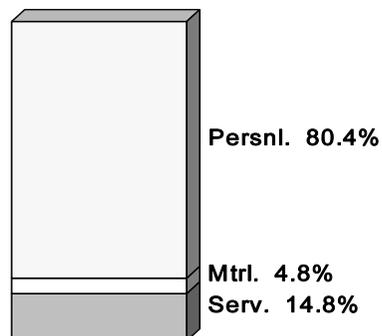
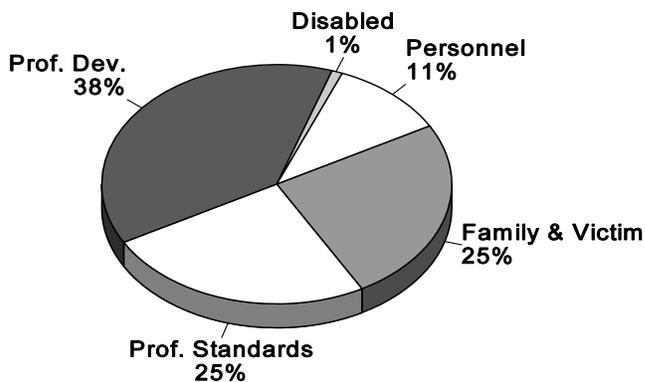
This activity aggregates the salary costs of sworn personnel who are on long term disability and unable to report for duty. Personnel assigned to this activity are monitored by staff of the Professional Standards Section.

**POLICE DEPARTMENT
ORGANIZATIONAL DEVELOPMENT
EXPENDITURE SUMMARY**

	<u>Actual</u> <u>2001-02</u>	<u>Estimated</u> <u>2002-03</u>	<u>Amended</u> <u>2002-03</u>	<u>Approved</u> <u>2003-04</u>
Appropriation by Major Object				
Personnel Expenses	0	0	0	2,652,200
Materials & Supplies	0	0	0	157,000
Services	0	0	0	487,300
Other	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	0	0	0	3,296,500

Appropriation by Activity				
Professional Development	0	0	0	1262900
Professional Standards	0	0	0	814,400
Family & Victim Services	0	0	0	838,500
Personnel	<u>0</u>	<u>0</u>	<u>0</u>	<u>362700</u>
Disabled	<u>0</u>	<u>0</u>	<u>0</u>	<u>18,000</u>
Total	0	0	0	3,296,500

Employee Years by Activity				
Professional Development	0.0	0.0	0.0	15.2
Professional Standards	0.0	0.0	0.0	11.1
Family & Victim Services	0.0	0.0	0.0	20.2
Personnel	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>	<u>4.4</u>
Total	0.0	0.0	0.0	50.9



POLICE DEPARTMENT
ORGANIZATIONAL DEVELOPMENT
PERSONNEL SUMMARY

FULL TIME POSITIONS				Professional Development	Professional Standards	Family & Victim services	Personnel
Br.	Title	Budget 2002-03	Approved 2003-04				
94	Police Lieutenant	0	2	1	1		
92	Police Sergeant	0	9	3	6		
90	Police Officer	0	7	6	1		
24	Associate Personnel Analyst	0	1				1
22	Police Program Coordinator	0	1			1	
20	Victim Services Coordinator	0	1			1	
20	Police Steno	0	2		2		
20	Youth Services Specialist	0	1			1	
18	Counseling Specialists	0	8			8	
16	Administrative Assistant	0	1				1
15	Graphic Artist	0	1	1			
15	Volunteer Coordinator	0	1	1			
14	Victim Assistance Counselor	0	5			5	
11	Secretary	0	1	1			
11	Clerk I	0	1		1		
9	Clerk II with Typing	0	2	1			1
7	Clerk III with Typing	0	3			2	1
EMPLOYEE YEARS							
Full Time		0.0	47.0	14.0	11.0	18.0	4.0
Overtime		0.0	1.8	1.2	0.1	0.4	0.1
Part Time, Temporary, Seasonal		0.0	2.5	0.0	0.0	2.2	0.3
Less: Vacancy Allowance		<u>0.0</u>	<u>0.4</u>	<u>0.0</u>	<u>0.0</u>	<u>0.4</u>	<u>0.0</u>
Total		0.0	50.9	15.2	11.1	20.2	4.4

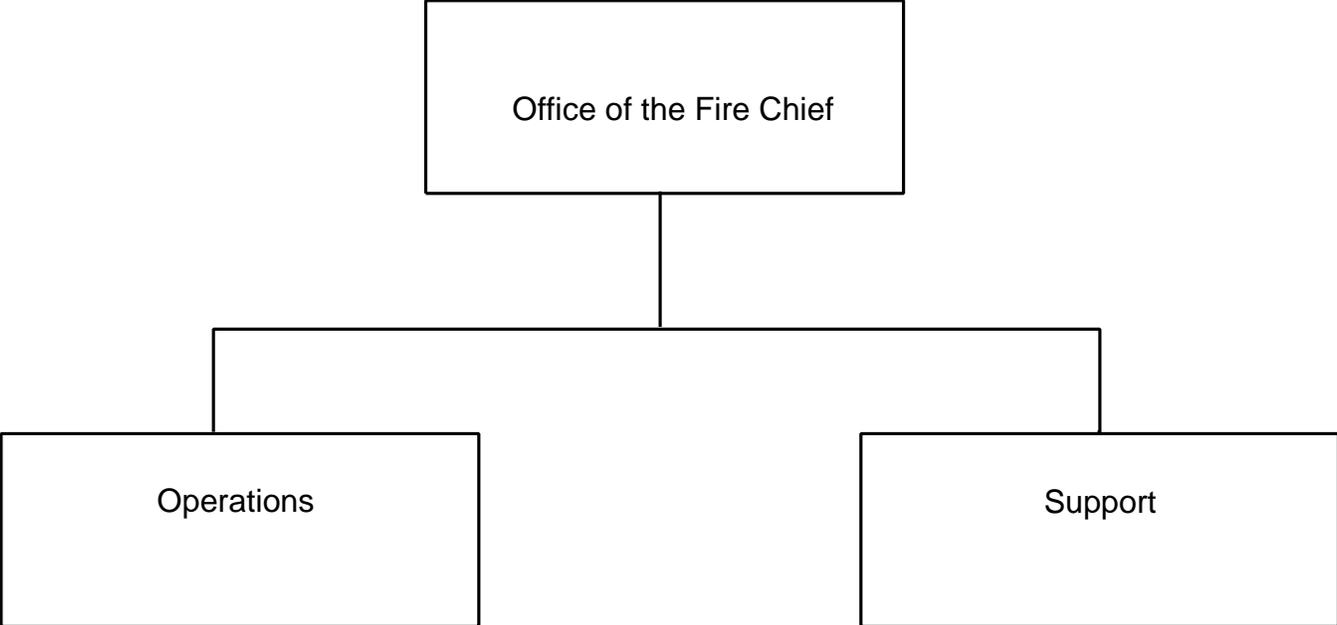
Purpose

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 2003-04 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	Coordinate with Project Believe of Strong Health to promote community health and wellness initiatives	#1 - Involved Citizens #3 - Health, Safety & Responsibility #5 - Regional Partnerships	Fourth Quarter
Operations	Review and revise the terrorism appendix of the City Comprehensive Emergency Preparedness Plan	#3 - Health, Safety & Responsibility #5 - Regional Partnerships	Third Quarter
Support	Develop and implement a Lock Box installation program for hazardous properties	#1 - Involved Citizens #3 - Health, Safety & Responsibility	Third Quarter

Year-to-Year Comparison

	Budget <u>2002-03</u>	Budget <u>2003-04</u>	<u>Change</u>	<u>Percent Change</u>
Office of the Fire Chief	1,440,300	2,161,900	721,600	50.1%
Operations	32,902,000	32,136,800	-765,200	-2.3%
Support	<u>3,491,900</u>	<u>2,938,600</u>	<u>-553,300</u>	-15.8%
Total	37,834,200	37,237,300	-596,900	-1.6%
Employee Years	578.1	569.6	-8.5	-1.5%

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>
178,200	41,000	12,300	0	-400	-828,000	-596,900

Major Change

Six uniformed positions are eliminated due to budget constraints	-364,200
The City's share of the Public Safety Training Facility (PSTF) operating expense decreases, as PSTF-generated revenue increases	-275,700
Grant funding for the Metropolitan Medical Response System (MMRS) ends, eliminating one Lieutenant position and associated supply expense	-178,500
Funds increase to support overtime expense resulting from expected military leave absences	78,200

Assignment of Authorized Positions
1994-95 to 2003-04

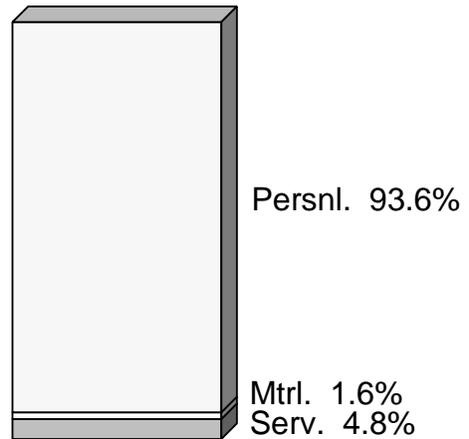
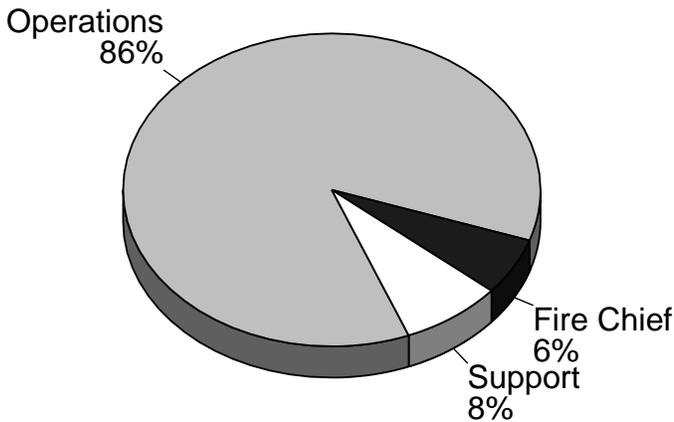
<u>Year</u>	Office of the Chief & Support			Operations			Department		
	<u>Uniform</u>	<u>Civilian</u>	<u>Total</u>	<u>Uniform</u>	<u>Civilian</u>	<u>Total</u>	<u>Uniform</u>	<u>Civilian</u>	<u>Total</u>
2003-04	48	27	75	474	1	475	522	28	550
2002-03	30	21	51	499	7	506	529	28	557
2001-02	31	22	53	504	7	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
1994-95	17	18	35	501	7	508	518	25	543

FIRE DEPARTMENT EXPENDITURE SUMMARY

	<u>Actual</u> <u>2001-02</u>	<u>Estimated</u> <u>2002-03</u>	<u>Amended</u> <u>2002-03</u>	<u>Approved</u> <u>2003-04</u>
Appropriation by Major Object				
Personnel Expenses	33,770,655	34,899,000	35,122,300	34,885,000
Materials & Supplies	542,846	702,200	711,000	582,100
Services	1,326,682	1,695,900	2,000,900	1,770,200
Other	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	35,640,183	37,297,100	37,834,200	37,237,300

Appropriation by Activity				
Office of the Fire Chief	1,176,622	1,390,700	1,440,300	2,161,900
Operations	31,748,682	32,662,600	32,902,000	32,136,800
Support	<u>2,714,879</u>	<u>3,243,800</u>	<u>3,491,900</u>	<u>2,938,600</u>
Total	35,640,183	37,297,100	37,834,200	37,237,300

Employee Years by Activity				
Office of the Fire Chief	19.7	20.2	20.4	32.0
Operations	530.5	514.8	518.0	491.3
Support	<u>42.3</u>	<u>39.9</u>	<u>39.7</u>	<u>46.3</u>
Total	592.5	574.9	578.1	569.6



FIRE DEPARTMENT
OFFICE OF THE FIRE CHIEF

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 2003-04 work plan includes the following:

Objective	R2010 Campaigns Supported	Projected Completion
Implement departmental reorganization of administrative, operational and support functions	#3 - Health, Safety & Responsibility #7 - Quality Service	First Quarter
Administer physical agility portion of entry-level Firefighter exam	#1 - Involved Citizens #3 - Health, Safety & Responsibility	Second Quarter
Coordinate with Project Believe of Strong Health to promote community health and wellness initiatives	#1 - Involved Citizens #3 - Health, Safety & Responsibility #5 - Regional Partnerships	Fourth Quarter
Install new records management system; establish procedures and train personnel in its use	#3 - Health, Safety & Responsibility #5 - Regional Partnerships	Fourth Quarter

Year-to-Year Comparison

	<u>2002-03</u>	<u>2003-04</u>	<u>Change</u>
Budget	1,440,300	2,161,900	721,600
Employee Years	20.4	32.0	11.6

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>
37,400	6,700	-500	0	3,600	674,400	721,600

Major Change

Sick and Injured transfers from Operations	562,300
The Community Relations & Education Unit (CREU) transfers from Support	287,400
One-time funding to administer an entry-level Firefighter exam does not recur	-81,500
A vacant Lieutenant position in Sick and Injured is eliminated	-68,200
A vacant Firefighter position in CREU is eliminated due to budget constraints	-59,200
A clerical position transfers from Support to provide reception services	23,600
The physical agility portion of the entry-level Firefighter exam is conducted	10,000

**FIRE DEPARTMENT
OFFICE OF THE FIRE CHIEF**

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.

Program Change

The Community Relations and Education Unit (CREU) moves under the direction of the Chief's Office. 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.

Performance Indicators

	<u>Actual 2001-02</u>	<u>Estimated 2002-03</u>	<u>Budget 2002-03</u>	<u>Budget 2003-04</u>
DEMAND				
CREU presentations requested	533	590	650	625
School fire safety programs requested	110	100	94	100
WORKLOAD				
CREU presentations conducted	643	590	650	625
School fire safety programs conducted	110	100	94	100
CREU contacts made	28,727	21,267	20,000	20,000

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

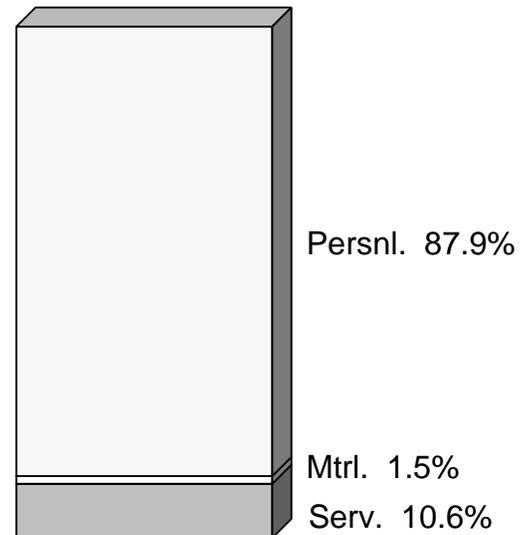
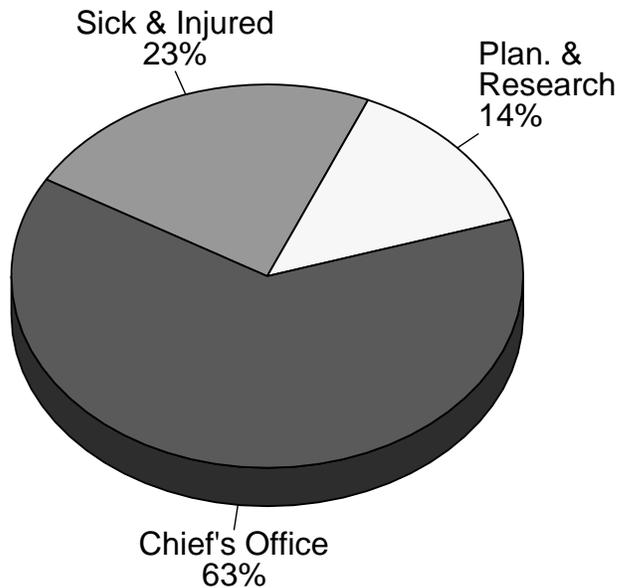
Payments to disabled but not yet retired firefighters are included in this activity, as well as personnel on long-term sick or injured status. Before 1978, under New York State law and City Charter, firefighters who were disabled in the line of duty were entitled to full salary and benefits for life 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 of seventy is reached.

Program Change

Sick and Injured is moved to the Office of the Fire Chief as part of the reorganization of the Department's administrative functions.

FIRE DEPARTMENT
OFFICE OF THE FIRE CHIEF
EXPENDITURE SUMMARY

	<u>Actual</u> <u>2001-02</u>	<u>Estimated</u> <u>2002-03</u>	<u>Amended</u> <u>2002-03</u>	<u>Approved</u> <u>2003-04</u>
Appropriation by Major Object				
Personnel Expenses	1,021,995	1,182,300	1,190,800	1,901,400
Materials & Supplies	26,257	66,100	66,100	31,600
Services	128,370	142,300	183,400	228,900
Other	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	1,176,622	1,390,700	1,440,300	2,161,900
Appropriation by Activity				
Chief's Office	861,115	1,131,600	1,143,400	1,359,000
Planning and Research	315,507	259,100	296,900	303,200
Sick & Injured	<u>0</u>	<u>0</u>	<u>0</u>	<u>499,700</u>
Total	1,176,622	1,390,700	1,440,300	2,161,900
Employee Years by Activity				
Chief's Office	15.3	16.8	17.3	21.9
Planning and Research	4.4	3.4	3.1	3.1
Sick & Injured	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>	<u>7.0</u>
Total	19.7	20.2	20.4	32.0



FIRE DEPARTMENT
OFFICE OF THE FIRE CHIEF
PERSONNEL SUMMARY

FULL TIME POSITIONS				Chief's Office	Planning & Research	Sick & Injured
Br.	Title	Budget 2002-03	Approved 2003-04			
36	Fire Chief	1	1	1		
87	Executive Deputy Fire Chief	1	1	1		
85	Battalion Chief	0	2		1	1
84	Fire Captain	2	1	1		
82	Fire Lieutenant	1	5	1	1	3
80	Firefighter	4	9	6		3
29	Principal Staff Assistant	1	1	1		
24	Case Manager	1	1	1		
18	Secretary to the Chief	1	1	1		
18	Senior Television Technician	1	1	1		
16	Administrative Assistant	2	2	1	1	
13	Supervising Stock Clerk	0	1	1		
9	Clerk II	3	3	3		
7	Clerk III with Typing	1	1	1		
6	Receptionist/Typist	0	1	1		
EMPLOYEE YEARS						
	Full Time	19.0	31.0	21.0	3.0	7.0
	Overtime	1.4	1.0	0.9	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	20.4	32.0	21.9	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 2003-04 work plan includes the following:

Objective	R2010 Campaigns Supported	Projected Completion
Conduct Fire Extinguisher Training for Environmental Services personnel	#3 - Health, Safety & Responsibility #5 - Regional Partnerships #7 - Quality Service	First Quarter
Install new fire scene accountability system and establish procedures	#3 - Health, Safety & Responsibility #7 - Quality Service	Second Quarter
Review and revise the terrorism appendix of the City Comprehensive Emergency Preparedness Plan	#3 - Health, Safety & Responsibility #5 - Regional Partnerships	Third Quarter
Conduct refresher training for initial Citizen Emergency Response Team (CERT) members	#1 - Involved Citizens #3 - Health, Safety & Responsibility #7 - Quality Service	Fourth Quarter
Conduct Emergency Vehicle Operators Course (EVOC) for all personnel	#3 - Health, Safety & Responsibility #7 - Quality Service	Fourth Quarter

Year-to-Year Comparison

	<u>2002-03</u>	<u>2003-04</u>	<u>Change</u>
Budget	32,902,000	32,136,800	-765,200
Employee Years	518.0	491.3	-26.7

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>
116,000	30,100	12,800	0	-4,000	-920,100	-765,200

FIRE DEPARTMENT OPERATIONS

Major Change

Training, Emergency Medical Services, and Health and Safety transfer from Support	2,505,100
Fire Communications, Fire Investigation, and Code Enforcement transfer to Support	-2,233,800
Sick and Injured transfers to the Office of the Fire Chief	-562,300
The City's share of the Public Safety Training Facility (PSTF) operating expense decreases, as PSTF-generated revenue increases	-275,700
Four vacant Firefighter positions are eliminated from Suppression due to budget constraints	-236,800
Grant funding for the Metropolitan Medical Response System (MMRS) ends, eliminating one Lieutenant position and associated supply expense	-178,500
Funds increase to support overtime expense resulting from expected military leave absences	78,200
The Trainee program is reduced as the incoming Junior class is suspended in anticipation of fewer vacancies	-16,300

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.

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>2001-02</u>	Estimated <u>2002-03</u>	Budget <u>2002-03</u>	Budget <u>2003-04</u>
DEMAND				
City parcels	67,364	67,350	67,500	67,300
Hydrants	7,287	7,287	7,287	7,287
WORKLOAD				
● Structure fire incidents	829	820	880	820
● Other fire incidents	879	860	1,050	860
● Emergency medical incidents	10,215	10,440	10,250	10,440
● Other incidents	11,638	11,600	11,580	11,600
● False alarm incidents	<u>3,406</u>	<u>3,320</u>	<u>3,600</u>	<u>3,320</u>
Total incidents	26,967	27,040	27,360	27,040
Fire safety inspections	9,469	7,808	8,000	8,000
Hydrant inspections	7,287	7,287	7,287	7,287

**FIRE DEPARTMENT
OPERATIONS**

10-11

Performance Indicators

	<u>Actual</u> <u>2001-02</u>	<u>Estimated</u> <u>2002-03</u>	<u>Budget</u> <u>2002-03</u>	<u>Budget</u> <u>2003-04</u>
RESULTS				
Unit Responses to structure fire incidents	4,169	4,157	4,400	4,157
Unit Responses to other fire incidents	1,708	1,635	2,140	1,635
Unit Responses to emergency medical incidents	11,943	12,150	11,670	12,150
Unit Responses to false alarm incidents	5,785	5,547	6,045	5,547
Unit Responses to other incidents	<u>20,385</u>	<u>20,480</u>	<u>19,760</u>	<u>20,480</u>
Total Unit Responses	43,990	43,969	44,015	43,969
Unit Responses by Fire Station and Unit				
● 272 Allen Street (Quint 8, Midi 8)	3,691	3,645	4,200	3,645
● 185 N. Chestnut St (Engine 17, Rescue 11)	4,182	4,000	3,660	4,000
● 1207 N. Clinton Ave (Quint 6, Midi 6)	4,483	4,465	4,180	4,465
● 1477 Dewey Ave (Quint 2, Midi 2, Engine 10)	3,767	3,790	3,760	3,790
● 1051 Emerson St (Engine 3)	1,156	1,097	1,150	1,097
● 57 Gardiner Ave (Quint 5, Midi 5)	2,920	2,920	3,035	2,920
● 873 Genesee St (Engine 7)	1,754	1,740	1,685	1,740
● 740 N Goodman St (Quint 7, Midi 7)	3,785	3,760	4,000	3,760
● 704 Hudson Ave (Engine 16)	3,035	2,985	2,945	2,985
● 4090 Lake Ave (Quint 1, Midi 1)	1,134	1,122	1,200	1,122
● 450 Lyell Ave (Engine 5)	2,461	2,510	2,445	2,510
● 315 Monroe Ave (Quint 9, Midi 9)	4,081	4,310	4,220	4,310
● 640 Plymouth Ave (Engine 13)	1,544	1,595	1,475	1,595
● 1281 South Ave (Quint 3, Midi 3)	2,089	2,090	2,250	2,090
● 977 University Ave (Quint 4, Midi 4)	2,715	2,725	2,650	2,725
● 160 Wisconson St (Engine 12)	<u>1,193</u>	<u>1,215</u>	<u>1,160</u>	<u>1,215</u>
Total Unit Responses	43,990	43,969	44,015	43,969
EFFICIENCY				
Unit Responses per Multiple Unit Station (avg.)	3,285	3,283	3,316	3,283
Unit Responses per Single Unit Station (avg.)	1,857	1,857	1,810	1,857
Average Fire Safety Inspections per Unit	351	289	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

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.

FIRE DEPARTMENT OPERATIONS

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

Training moves to Operations as part of the reorganization of the Department's operational functions.

Increased training due to domestic preparedness related to federal homeland security initiatives and specialized training relevant to the implementation of the fast ferry service.

There will be no incoming Junior class of the Trainee Program in anticipation of fewer future vacancies.

Performance Indicators

	<u>Actual</u> <u>2001-02</u>	<u>Estimated</u> <u>2002-03</u>	<u>Budget</u> <u>2002-03</u>	<u>Budget</u> <u>2003-04</u>
DEMAND				
Recruits	9	16	16	16
Uniformed personnel	536	529	529	522
New apparatus	4	3	3	3
Apparatus tests requested	50	50	50	50
Emergency Preparedness/Special Operations:				
● Personnel requiring specialized training	276	240	240	240
● Incident responses	341	60	24	24
WORKLOAD				
Classes held	262	246	246	246
Apparatus tests performed	50	50	50	50
Emergency Preparedness:				
● Special Operations training classes held	24	24	24	24
● Special Operations drills held	14	12	14	14

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

Emergency Medical Services moves to Operations as part of the reorganization of the Department's operational functions.

Demand indicators are revised to more clearly depict the types of emergency medical training provided to uniformed personnel.

Performance Indicators

	<u>Actual</u> <u>2001-02</u>	<u>Estimated</u> <u>2002-03</u>	<u>Budget</u> <u>2002-03</u>	<u>Budget</u> <u>2003-04</u>
DEMAND				
Personnel requiring training	239	215	215	251
● EMT - initial certification	60	0	N/A	0
● EMT - refresher certification	50	83	N/A	112
● CFR - refresher certification	26	28	N/A	55
● CPR - initial and refresher certification	239	215	N/A	251

Performance Indicators

	Actual <u>2001-02</u>	Estimated <u>2002-03</u>	Budget <u>2002-03</u>	Budget <u>2003-04</u>
RESULTS				
EMT/CFR training classes held	14	16	18	14
CPR training classes held	36	36	36	36

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

Health & Safety moves to Operations as part of the reorganization of the Department's operational functions. Tracking of incident response and testing and inspection of personal protective equipment by the Health and Safety officers began in 2002-03. Equipment inspections were previously classified with Fire facility inspections.

Performance Indicators

	Actual <u>2001-02</u>	Estimated <u>2002-03</u>	Budget <u>2002-03</u>	Budget <u>2003-04</u>
DEMAND				
Fire facility inspections requested	16	16	40	16
Incident responses	N/A	278	N/A	278
Haz-Mat, High Rise, and Confined Space responses	19	20	20	20
Second Alarms	25	25	25	25
Exposure Reports	158	75	70	75
Fit Testing				
• Universal EMS mask filters	500	500	N/A	500
• SCBA face piece	500	500	N/A	500
Turnout gear inspection	915	915	N/A	915
WORKLOAD				
Facility & equipment inspections scheduled	16	16	40	16
Incident responses	N/A	278	N/A	278
Injury reports prepared	242	250	250	250
Injury reviews	50	50	N/A	50
Fit Testing				
• Universal EMS mask filters	500	500	N/A	500
• SCBA face piece	500	500	N/A	500
Turnout gear inspection	915	915	N/A	915
RESULTS				
Facility & equipment inspections performed	16	16	40	16
Injury reports reviewed	242	250	250	250
Injury reviews completed	50	50	N/A	50
Fit Testing				
• Universal EMS mask filters	500	500	N/A	500
• SCBA face piece	500	500	N/A	500
Turnout gear inspection	915	915	N/A	915

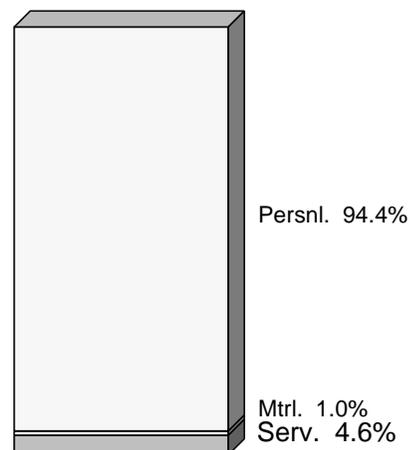
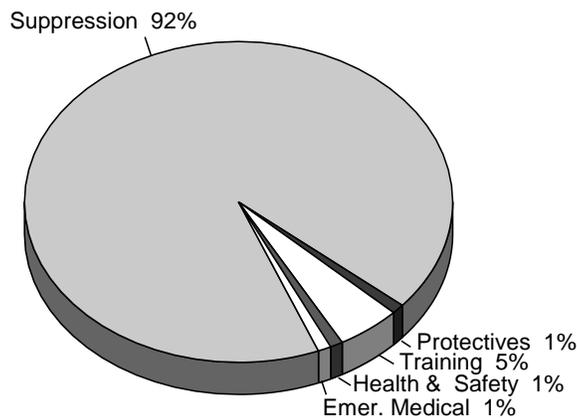
N/A - Not Applicable

FIRE DEPARTMENT OPERATIONS EXPENDITURE SUMMARY

	Actual <u>2001-02</u>	Estimated <u>2002-03</u>	Amended <u>2002-03</u>	Approved <u>2003-04</u>
Appropriation by Major Object				
Personnel Expenses	30,769,163	31,548,900	31,770,100	30,346,400
Materials & Supplies	258,732	287,000	292,100	307,000
Services	720,787	826,700	839,800	1,483,400
Other	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	31,748,682	32,662,600	32,902,000	32,136,800

Appropriation by Activity				
Suppression	28,795,724	29,717,500	29,815,500	29,812,700
Protectives	282,501	247,800	288,500	289,300
Sick & Injured	448,355	461,900	562,300	0
Fire Communications	83,096	88,600	88,500	0
Code Enforcement	1,348,999	1,341,500	1,346,300	0
Fire Investigation	790,007	805,300	800,900	0
Training	0	0	0	1,453,500
Emergency Medical Service	0	0	0	172,200
Health & Safety	<u>0</u>	<u>0</u>	<u>0</u>	<u>409,100</u>
Total	31,748,682	32,662,600	32,902,000	32,136,800

Employee Years by Activity				
Suppression	480.6	466.1	468.4	465.6
Protectives	4.2	3.5	4.1	4.2
Sick & Injured	6.8	7.6	8.0	0.0
Fire Communications	1.4	1.4	1.4	0.0
Code Enforcement	22.8	21.8	21.7	0.0
Fire Investigation	14.7	14.4	14.4	0.0
Training	0.0	0.0	0.0	14.3
Emergency Medical Service	0.0	0.0	0.0	2.1
Health & Safety	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>	<u>5.1</u>
Total	530.5	514.8	518.0	491.3



FIRE DEPARTMENT
OPERATIONS
PERSONNEL SUMMARY

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FULL TIME POSITIONS				Suppression	Protectives	Training	Emergency Medical Service	Health & Safety
Br.	Title	Budget 2002-03	Approved 2003-04					
86	Deputy Fire Chief	5	5	4		1		
85	Battalion Chief	16	16	14		1		1
84	Fire Captain	27	33	26		2	1	4
82	Fire Lieutenant	66	62	58		3	1	
80	Firefighter	385	358	352	4	2		
75	Fire Communication Technician	1	0					
11	Senior Legal Secretary	1	0					
9	Clerk II	1	0					
9	Clerk II with Typing	2	0					
7	Clerk III	1	0					
7	Clerk III with Typing	1	1			1		
EMPLOYEE YEARS								
Full Time		506.0	475.0	454.0	4.0	10.0	2.0	5.0
Overtime		12.0	12.3	11.6	0.2	0.3	0.1	0.1
Part Time, Temporary, Seasonal		0.0	4.0	0.0	0.0	4.0	0.0	0.0
Less: Vacancy Allowance		0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total		518.0	491.3	465.6	4.2	14.3	2.1	5.1

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 2003-04 work plan includes the following:

Objective	R2010 Campaigns Supported	Projected Completion
Complete Self-Contained Breathing Apparatus (SCBA) testing program	#1 - Involved Citizens #3 - Health, Safety & Responsibility #5 - Regional Partnerships	Third Quarter
Revise testing for Fire Extinguisher Technician and Pump and Tank Technician	#1 - Involved Citizens #3 - Health, Safety & Responsibility	Third Quarter
Develop and implement a Lock Box installation program for hazardous properties	#1 - Involved Citizens #3 - Health, Safety & Responsibility	Third Quarter
Develop and implement a revolving schedule of meetings with neighborhood groups to discuss fire activity	#1 - Involved Citizens #3 - Health, Safety & Responsibility #5 - Regional Partnerships	Fourth Quarter

Year-to-Year Comparison

	<u>2002-03</u>	<u>2003-04</u>	<u>Change</u>
Budget	3,491,900	2,938,600	-553,300
Employee Years	39.7	46.3	6.6

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>
24,800	4,200	0	0	0	-582,300	-553,300

Major Change

Training, Emergency Medical Services and Health and Safety transfer to Operations	-2,505,100
Fire Communications, Fire Investigation and Code Enforcement transfer from Operations	2,233,800
The Community Relations & Education Unit (CREU) transfers to the Office of the Fire Chief	-287,400
A clerical position transfers to the Office of the Fire Chief to provide reception services	-23,600

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.

Performance Indicators

	<u>Actual 2001-02</u>	<u>Estimated 2002-03</u>	<u>Budget 2002-03</u>	<u>Budget 2003-04</u>
DEMAND				
Pieces of Equipment:				
● Pumpers	13	13	13	13
● Quints	13	13	13	13
● Midis	14	15	15	14
● Other	<u>52</u>	<u>54</u>	<u>54</u>	<u>59</u>
Total	92	95	95	99
WORKLOAD				
First line apparatus maintenance and repairs	1,370	1,525	1,450	1,400
Reserve apparatus repairs	360	380	400	350
Auto and miscellaneous repairs	900	950	1,050	1,000

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

“Air cylinder” performance indicators are split between air cylinders used for breathing purposes during firefighting and oxygen cylinders used for emergency medical purposes.

Tracking of servicing of self-contained breathing apparatus (SCBA) facepieces began in 2001-02.

Performance Indicators

	<u>Actual 2001-02</u>	<u>Estimated 2002-03</u>	<u>Budget 2002-03</u>	<u>Budget 2003-04</u>
DEMAND				
Fire stations served	16	16	16	16
WORKLOAD				
Scheduled deliveries	6,427	7,400	8,200	7,500
Air cylinders filled	7,842	8,000	9,000	8,000
Fire hoses tested	1,724	1,800	2,000	1,850
Breathing apparatus serviced	246	275	200	250
Oxygen cylinders filled	1,008	1,000	N/A	1,100
SCBA facepieces serviced	189	200	N/A	200

N/A - Not Applicable

FIRE DEPARTMENT SUPPORT

FIRE COMMUNICATIONS

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.

Program Change

Fire Communications moves to Support in a reorganization of the Department's support functions.

Performance Indicators

	<u>Actual</u> <u>2001-02</u>	<u>Estimated</u> <u>2002-03</u>	<u>Budget</u> <u>2002-03</u>	<u>Budget</u> <u>2003-04</u>
DEMAND				
Alarm boxes	175	175	175	175
Master consoles	3	3	3	3
Pagers	40	40	40	40
Portable & mobile units	296	296	296	306
WORKLOAD				
Box tests performed	1,000	1,050	1,050	1,050
Repairs required	380	400	400	350
RESULTS				
Repairs completed	375	400	400	350

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 "Operation 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

Code Enforcement moves to Support in a reorganization of the Department's support functions.

Estimated and budgeted referrals to other City departments resulting from inspections decrease due to recent changes in New York State Building Code law that allow Code Enforcement inspectors to issue violations without referral to another department.

Estimated and budgeted parking violations issued and court time required for appearance tickets decrease due to limitations on Code Enforcement inspectors as to the types of tickets they are allowed to issue.

FIRE DEPARTMENT
SUPPORT

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Performance Indicators

	Actual <u>2001-02</u>	Estimated <u>2002-03</u>	Budget <u>2002-03</u>	Budget <u>2003-04</u>
DEMAND				
Examination requests	41	45	40	50
Permit requests	1,980	2,100	1,750	2,200
Violation referrals from Suppression	1,945	2,000	1,700	2,100
Construction plans submitted for review	363	420	420	420
Alarm test requests	397	385	385	400
School inspection requests	94	99	94	104
WORKLOAD				
Permits issued*	3,465	3,550	3,550	4,000
Premises inspected for permits	1,845	1,900	1,750	1,950
Violations issued from permit inspections	4,802	5,000	5,000	5,100
Inspection of Suppression referrals	1,526	1,550	1,550	1,550
Appearance tickets issued	349	424	500	430
Fire System Tests (hours)	663	720	475	520
Reinspections	2,144	2,300	2,200	2,300
Referrals to other City departments resulting from inspections	524	600	950	600
Plans reviewed	375	390	400	400
License inspections	720	725	700	725
RESULTS				
Parking violations issued	826	120	900	120
Court time required for appearance tickets (hours)	285	250	500	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

Fire Investigation moves to Support in a reorganization of the Department's support functions.

Performance Indicators

	Actual <u>2001-02</u>	Estimated <u>2002-03</u>	Budget <u>2002-03</u>	Budget <u>2003-04</u>
DEMAND				
Initial fire investigations required	1,136	1,244	1,025	1,150
Freedom of Information Requests (FOIL)	485	586	450	500
WORKLOAD				
Initial investigations conducted	1,136	1,244	1,025	1,150
Follow-up investigations	246	306	230	270
Incendiary investigations	315	468	390	440
Juvenile incidents	267	380	285	330
FOIL requests processed	485	550	450	500

FIRE DEPARTMENT
SUPPORT

Performance Indicators

	Actual <u>2001-02</u>	Estimated <u>2002-03</u>	Budget <u>2002-03</u>	Budget <u>2003-04</u>
RESULTS				
Fire investigations closed	546	660	460	525
Preventable fire incidents	262	266	250	260
Juvenile contacts	358	430	360	420
Parking tickets issued	384	500	300	350
Code Enforcement violations cited	10	10	25	10
Arrests:				
● Adult	34	32	40	40
● Juvenile	41	66	40	40

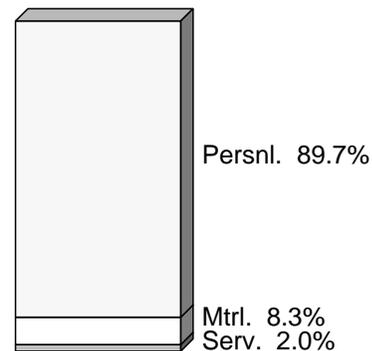
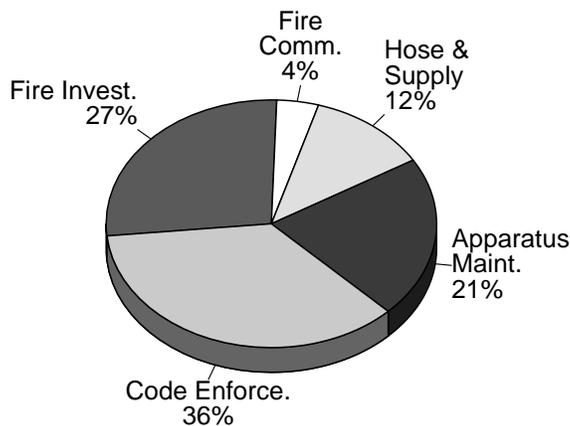
FIRE DEPARTMENT
SUPPORT
EXPENDITURE SUMMARY

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Appropriation by Major Object	<u>Actual</u> 2001-02	<u>Estimated</u> 2002-03	<u>Amended</u> 2002-03	<u>Approved</u> 2003-04
Personnel Expenses	1,979,497	2,167,800	2,161,400	2,637,200
Materials & Supplies	257,857	349,100	352,800	243,500
Services	477,525	726,900	977,700	57,900
Other	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	2,714,879	3,243,800	3,491,900	2,938,600

Appropriation by Activity	<u>Actual</u> 2001-02	<u>Estimated</u> 2002-03	<u>Amended</u> 2002-03	<u>Approved</u> 2003-04
Training	1,274,243	1,668,700	1,920,900	0
Apparatus Maintenance	587,514	633,800	614,600	630,500
Hose and Supply	338,003	348,100	372,200	348,300
Health & Safety	351,053	422,200	412,600	0
Emergency Medical Service	164,066	171,000	171,600	0
Fire Communications	0	0	0	90,800
Fire Investigation	0	0	0	806,200
Code Enforcement	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,062,800</u>
Total	2,714,879	3,243,800	3,491,900	2,938,600

Employee Years by Activity	2001-02	2002-03	2002-03	2003-04
Training	21.9	18.3	17.4	0.0
Apparatus Maintenance	9.8	9.7	9.9	9.9
Hose and Supply	3.9	4.6	5.1	4.1
Health and Safety	4.6	5.2	5.2	0.0
Emergency Medical Service	2.1	2.1	2.1	0.0
Fire Communications	0.0	0.0	0.0	1.4
Fire Investigation	0.0	0.0	0.0	14.4
Code Enforcement	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>	<u>16.5</u>
Total	42.3	39.9	39.7	46.3



FIRE DEPARTMENT
FIRE DEPARTMENT – SUPPORT
PERSONNEL SUMMARY

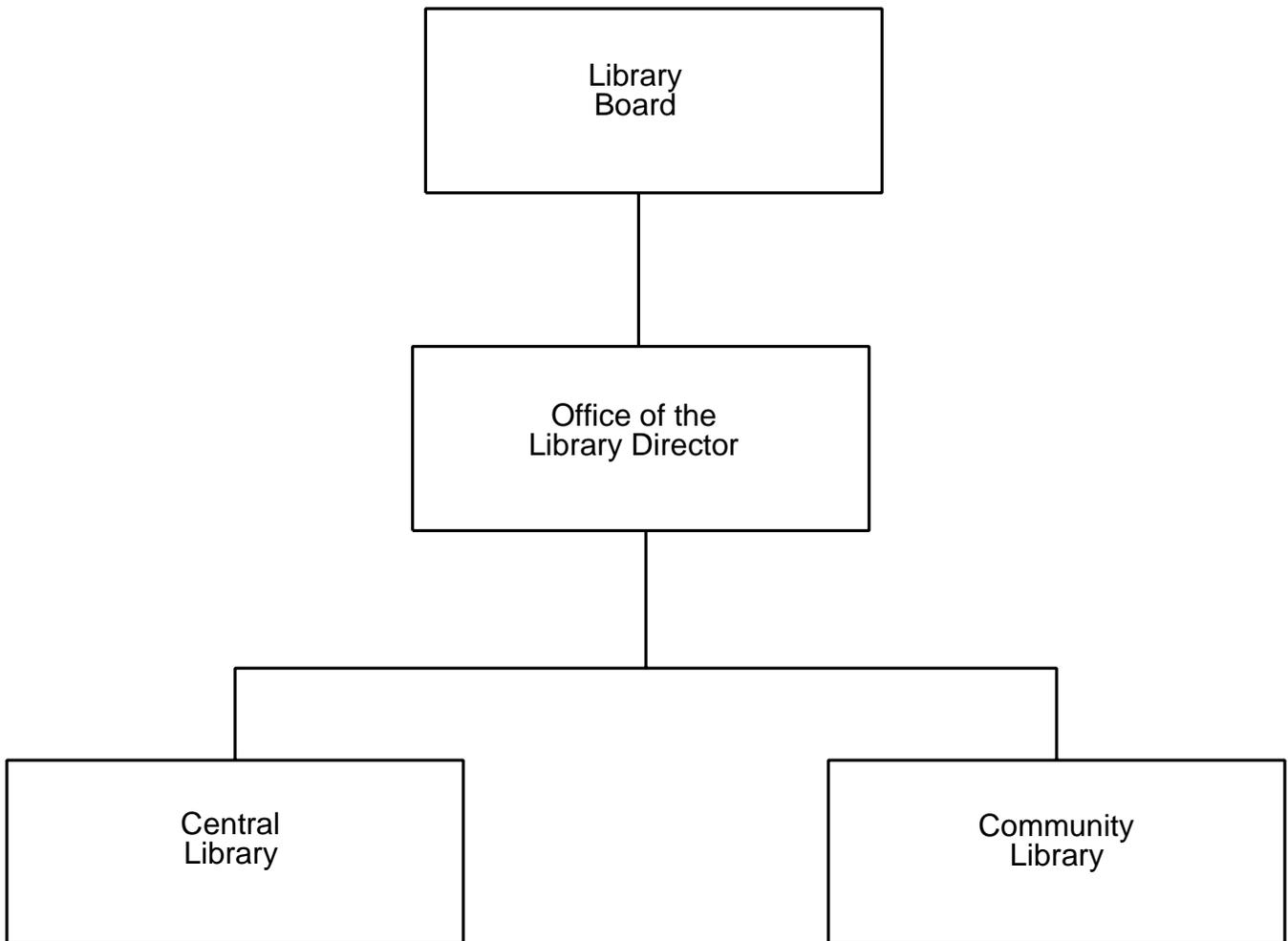
FULL TIME POSITIONS			Apparatus Maintenance	Hose & Supply	Fire Commu- -nications	Fire Investigation	Code Enforcement	
Br.	Title	Budget 2002-03						Approved 2003-04
86	Deputy Fire Chief	1	1				1	
85	Battalion Chief	2	1				1	
84	Fire Captain	7	1			1		
82	Fire Lieutenant	7	5		2	1	2	
80	Firefighter	4	21		2	9	10	
78	Fire Equipment Maint. Supervisor	1	1	1				
75	Fire Communications Technician	0	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				
13	Supervising Stock Clerk	1	0					
11	Senior Legal Secretary	0	1			1		
9	Clerk II with Typing	0	3			2	1	
7	Clerk III	0	1				1	
7	Clerk III with Typing	1	0					
60	Maintenance Mechanic	1	1	1				
EMPLOYEE YEARS								
Full Time		32.0	44.0	9.0	4.0	1.0	14.0	16.0
Overtime		1.7	2.3	0.9	0.1	0.4	0.4	0.5
Part Time, Temporary, Seasonal		6.0	0.0	0.0	0.0	0.0	0.0	0.0
Less: Vacancy Allowance		0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total		39.7	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 2003-04 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	Establish Small Business Resource Center to assist small business owners with research and development	#1 - Involved Citizens #6 - Economic Vitality #7 - Quality Service	First Quarter
	Develop specifications and issue proposal to obtain enhanced computer system	#7 - Quality Service #11 - Arts & Culture	Fourth Quarter
Community	Implement neighborhood-based service objectives and priorities identified in the branch planning report	#1 - Involved Citizens #7 - Quality Service #9 - Healthy Urban Neighborhoods	Fourth Quarter

Year-to-Year Comparison

<u>Division</u>	<u>Budget 2002-03</u>	<u>Budget 2003-04</u>	<u>Change</u>	<u>Percent Change</u>
Central Library	8,295,500	7,516,100	-779,400	-9.4%
Community Library	2,806,200	2,821,100	14,900	0.5%
Total	11,101,700	10,337,200	-764,500	-6.9%
Employee Years	219.4	192.4	-27.0	-12.3%

Change Detail

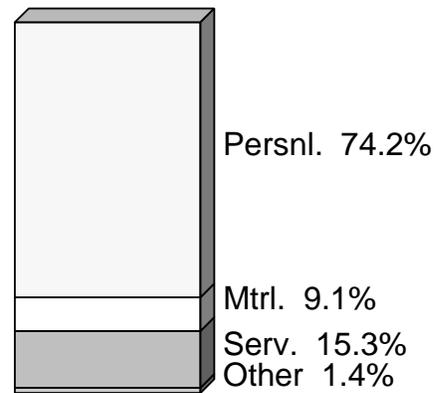
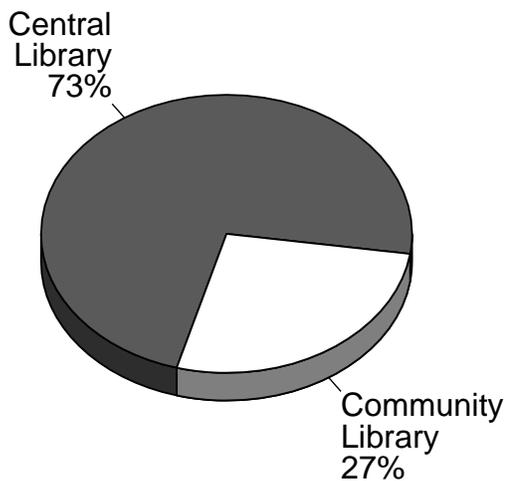
<u>Salary & Wage Adjustment</u>	<u>General Inflation</u>	<u>Chargebacks</u>	<u>Vacancy Allowance</u>	<u>Miscellaneous</u>	<u>Major Change</u>	<u>Total</u>
507,200	35,300	0	17,700	300	-1,325,000	-764,500

Major Change

Budget constraints necessitated by Monroe County result in reduced personnel allocations at the Central Library, reduced public relations efforts, reduced supplies and equipment expense, and suspension of the bookmobile service	-1,026,600
Computer leasing expense is reduced as a more favorable rate structure is negotiated for Central and Community libraries	-117,200
Budget constraints result in a 4% reduction in Branch library service hours, reducing associated personnel costs	-79,700

PUBLIC LIBRARY
EXPENDITURE SUMMARY

	<u>Actual</u> <u>2001-02</u>	<u>Estimated</u> <u>2002-03</u>	<u>Amended</u> <u>2002-03</u>	<u>Approved</u> <u>2003-04</u>
Appropriation by Major Object				
Personnel Expenses	8,479,822	7,935,100	8,198,100	7,673,400
Materials & Supplies	1,005,081	963,800	964,900	938,200
Services	1,723,025	1,694,800	1,793,700	1,585,600
Other	<u>1,900</u>	<u>0</u>	<u>145,000</u>	<u>140,000</u>
Total	11,209,828	10,593,700	11,101,700	10,337,200
Appropriation by Activity				
Central Library	8,553,226	7,876,300	8,295,500	7,516,100
Community Library	<u>2,656,602</u>	<u>2,717,400</u>	<u>2,806,200</u>	<u>2,821,100</u>
Total	11,209,828	10,593,700	11,101,700	10,337,200
Employee Years by Activity				
Central Library	174.2	159.9	165.4	140.6
Community Library	<u>54.4</u>	<u>53.2</u>	<u>54.0</u>	<u>51.8</u>
Total	228.6	213.1	219.4	192.4



**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 (63.3 percent), Monroe County Library System (MCLS) (13.4 percent), New York State (6.4 percent), City of Rochester (12.7 percent), fees (2.8 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 2003-04 work plan includes the following:

Objective	R2010 Campaigns Supported	Projected Completion
Establish Small Business Resource Center to assist small business owners with research and development	#1 - Involved Citizens #6 - Economic Vitality #7 - Quality Service	First Quarter
Coordinate with Community & Library Information Collaboration (CLIC)-on-Health to promote community health and wellness initiatives through development of a new health information website	#1 - Involved Citizens #3 - Health, Safety & Responsibility #5 - Regional Partnerships	First Quarter
Develop specifications and issue proposal to obtain enhanced computer system	#7 - Quality Service #11 - Arts & Culture	Fourth Quarter
Conduct feasibility study of using virtual private networks and telecommunication networks as a means of reducing future expense	#7 - Quality Service #11 - Arts & Culture	Fourth Quarter
Add public interlibrary loan capability to the Library Information Bridge for the Rochester Area (LIBRA) network	#5 - Regional Partnerships #7 - Quality Service	Fourth Quarter

Year-to-Year Comparison

	<u>2002-03</u>	<u>2003-04</u>	<u>Change</u>
Budget	8,295,500	7,516,100	-779,400
Employee Years	165.4	140.6	-24.8

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>
423,500	26,500	0	15,300	300	-1,245,000	-779,400

Major Change

Budget constraints necessitated by Monroe County result in reduced full time and part time personnel allocations	-775,400
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Major Change

Budget constraints necessitated by Monroe County suspend bookmobile service, eliminate five positions, four full time and one part time, and reduce the allocation for materials and maintenance expense	-168,400
Computer leasing expense is reduced as a more favorable rate structure is negotiated	-116,000
Contract with Rundel Library Foundation for public relation services is eliminated due to Monroe County budget constraints	-57,300
Grant funding to provide training to the public on the Internet and the Library's electronic resources is eliminated	-21,100
Savings occur as leased duplicating machines are switched to vending machines	-20,700
Productivity improvements result in savings	-20,300
Allocation for miscellaneous office supplies is reduced due to Monroe County budget constraints	-18,500
Grant funding from the State Archives Records Administration (SARA) and the Federal Library Services and Technology Act (LSTA) program is reduced	-15,300
Allocation for telephone system maintenance expense is reduced as lease is bought out	-10,000
Utility allocations are reduced to reflect projected expense	-10,000
Miscellaneous service contracts are reduced due to Monroe County budget constraints	-7,000
Allocation for Sunday service hours is adjusted to reflect expected staffing levels	-5,000

ADMINISTRATION

Administration manages the Rochester Public Library and provides personnel, financial management, public relations, promotions, graphics, and duplicating services. The City Historian is included in this activity.

Program Change

Libraries served decreases due to the suspension of Bookmobile service.

The Organizational Development and Special Services unit was discontinued in December, 2002. This unit was previously responsible for management of shipping and delivery, facility maintenance, staff development and digitization programs.

The Public Relations and Graphics unit merges with Consultant Services to become Communication and Consultant Services. This activity will be responsible for consultant services, public relations, promotions, graphics and duplicating services. Public relations services will now be provided by Library personnel rather than the previously-contracted service through the Rundel Library Foundation.

Performance Indicators	Actual <u>2001-02</u>	Estimated <u>2002-03</u>	Budget <u>2002-03</u>	Budget <u>2003-04</u>
DEMAND				
Libraries served	36	36	36	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 the Internet. It prepares bibliographies and maintains collections in the following subject areas:

Business, Government, including legislation, politics, taxes, census, business, and investment management.

Social Sciences, Job & Grant Information Center, including psychology, ethics, sociology, and social issues. This division also manages the Education/Job & Grant Information Center that has an extensive collection of pamphlets on career and educational opportunities. This division offers specialized materials and assistance on obtaining grants.

History, Travel, including foreign relations, the military, and archaeology. This division maintains a collection of travel brochures, maps, cassettes, and slides.

Literature, Media and Computing Center, including language, journalism, fiction, videos, dvds, and computer software available for reference or borrowing.

Science, Technology, Health, including the basic and applied sciences. It also features a collection of “how-to” books on such subjects as cooking, sewing, health, automobile repair, and home repair.

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.

Extension Services, maintaining satellite collection locations throughout Monroe County for people not otherwise served by libraries.

Program Change

Bookmobile service is suspended.

Facilities Management moves to Public Services.

Business and Government establishes a Small Business Resource Center to assist small business owners with research and development.

The Science Division will provide training programs on how to effectively use the Library's Patent and Trademark Center.

Training on the Internet and Library's electronic resources is significantly reduced with the elimination of grant funding.

The Central Library will provide on-line access to HeritageQuest, a new genealogy database that assembles records from every extant United States federal census, banking records, military records, and others.

Performance Indicators

	Actual <u>2001-02</u>	Estimated <u>2002-03</u>	Budget <u>2002-03</u>	Budget <u>2003-04</u>
DEMAND				
Users:				
• Monday through Saturday	562,172	523,500	600,000	560,000
• Sunday	<u>25,264</u>	<u>23,500</u>	<u>26,500</u>	<u>25,000</u>
Total	587,436	547,000	626,500	585,000
Reference questions:				
• Monday through Saturday	290,781	252,500	305,000	280,000
• Sunday	<u>10,952</u>	<u>9,500</u>	<u>10,000</u>	<u>10,000</u>
Total	301,733	262,000	315,000	290,000
Tours requested	139	135	140	140
Programs planned:				
• Monday through Saturday	748	660	625	415
• Sunday	<u>62</u>	<u>50</u>	<u>20</u>	<u>20</u>
Total	810	710	645	435
Extension Services:				
• Satellite collection locations	34	34	34	34
• Bookmobile stops	1,300	1,300	1,300	0
• Programs planned	6	8	8	0
WORKLOAD				
Service hours:				
• Monday through Saturday	2,858	2,808	2,860	2,860
• Sunday	<u>112</u>	<u>112</u>	<u>112</u>	<u>112</u>
Total	2,970	2,920	2,972	2,972
Tours conducted	153	133	140	140
Internet Sessions:				
• Monday through Saturday	147,390	155,500	140,000	135,000
• Sunday	<u>7,193</u>	<u>7,500</u>	<u>6,500</u>	<u>6,000</u>
Total	154,583	163,000	146,500	141,000
Extension Services:				
• Bookmobile service hours	730	730	700	0
EFFICIENCY				
Users per service hour:				
• Monday through Saturday	197	186	210	196
• Sunday	226	210	237	223
Circulation per service hour:				
• Monday through Saturday	299	304	245	264
• Sunday	329	329	313	313
Reference assistance per service hour:				
• Monday through Saturday	102	90	107	98
• Sunday	98	85	89	89
Average attendance per tour	12	10	11	10
Internet sessions per service hour:				
• Monday through Saturday	52	55	49	47
• Sunday	64	67	58	54
Average attendance per program:				
• Monday through Saturday	14	13	13	17
• Sunday	12	12	15	25
Extension Services:				
• Bookmobile average attendance per program	683	513	375	0
• Bookmobile materials circulated per service hour	46	41	46	0

**PUBLIC LIBRARY
CENTRAL LIBRARY**

Performance Indicators

	<u>Actual</u> <u>2001-02</u>	<u>Estimated</u> <u>2002-03</u>	<u>Budget</u> <u>2002-03</u>	<u>Budget</u> <u>2003-04</u>
RESULTS				
Total circulation:				
• Monday through Saturday	853,758	853,900	700,000	755,000
• Sunday	<u>36,825</u>	<u>36,800</u>	<u>35,000</u>	<u>35,000</u>
Total	890,583	890,700	735,000	790,000
Tour attendance	1,871	1,325	1,600	1,400
Program attendance:				
• Monday through Saturday	10,337	8,400	8,000	6,900
• Sunday	<u>742</u>	<u>600</u>	<u>300</u>	<u>500</u>
Total	11,079	9,000	8,300	7,400
Extension Services:				
• Bookmobile materials circulated	33,862	30,000	32,000	0
• Program attendance	4,100	4,100	3,000	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.

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

Shipping and Delivery moves to Technical and Support Services.

Performance Indicators

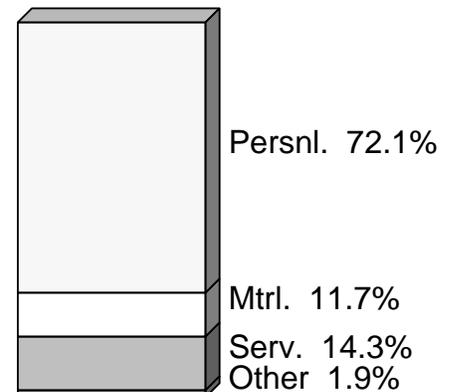
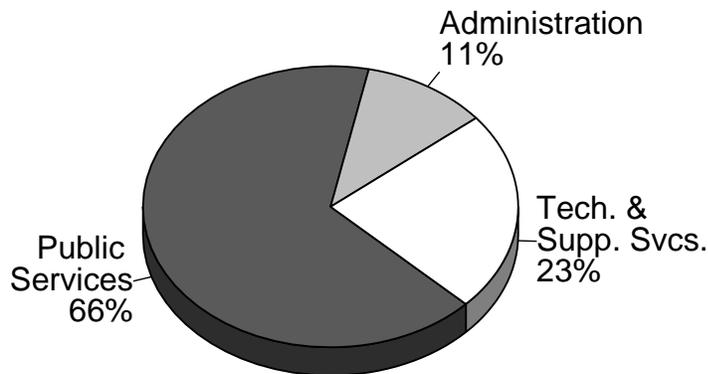
	<u>Actual</u> <u>2001-02</u>	<u>Estimated</u> <u>2002-03</u>	<u>Budget</u> <u>2002-03</u>	<u>Budget</u> <u>2003-04</u>
DEMAND				
Libraries on line:				
• Monroe County Library System	36	35	35	35
WORKLOAD				
Automation Services:				
• Registered borrowers	479,167	514,800	484,000	533,800
• Titles in database	714,592	728,883	690,000	690,000
• Items available for circulation (000)	2,650	2,763	2,750	2,764
Shipping and Delivery				
• Items requested (000)	3,842	3,897	4,100	4,000
RESULTS				
Automation Services:				
• Items circulated (000)	7,940	8,000	7,500	8,540
Shipping and Delivery:				
• Items delivered (000)	3,842	3,897	4,100	4,000

PUBLIC LIBRARY
CENTRAL LIBRARY
EXPENDITURE SUMMARY

Appropriation by Major Object	<u>Actual 2001-02</u>	<u>Estimated 2002-03</u>	<u>Amended 2002-03</u>	<u>Approved 2003-04</u>
Personnel Expenses	6,328,999	5,723,700	5,952,800	5,421,700
Materials & Supplies	942,051	901,200	908,300	881,200
Services	1,280,276	1,251,400	1,289,400	1,073,200
Other	<u>1,900</u>	<u>0</u>	<u>145,000</u>	<u>140,000</u>
Total	8,553,226	7,876,300	8,295,500	7,516,100

Appropriation by Activity	<u>Actual 2001-02</u>	<u>Estimated 2002-03</u>	<u>Amended 2002-03</u>	<u>Approved 2003-04</u>
Administration	2,320,165	2,177,900	2,266,200	833,100
Public Services	4,445,560	4,104,500	4,307,400	4,928,000
Technical & Support Services	<u>1,787,501</u>	<u>1,593,900</u>	<u>1,721,900</u>	<u>1,755,000</u>
Total	8,553,226	7,876,300	8,295,500	7,516,100

Employee Years by Activity	<u>Actual 2001-02</u>	<u>Estimated 2002-03</u>	<u>Amended 2002-03</u>	<u>Approved 2003-04</u>
Administration	41.2	38.4	39.0	10.8
Public Services	90.1	81.6	84.0	87.2
Technical & Support Services	<u>42.9</u>	<u>39.9</u>	<u>42.4</u>	<u>42.6</u>
Total	174.2	159.9	165.4	140.6



PUBLIC LIBRARY
CENTRAL LIBRARY
PERSONNEL SUMMARY

FULL TIME POSITIONS			Administration	Public Services	Technical & Support Services
Br.	Title	Budget 2002-03			
36	Library Director	1	1	1	
30	Library Systems Analyst	0	1		1
29	Assistant Library Director III	2	2		1
29	Library Systems Analyst	1	0		
26	Children's Services Consultant	1	1	1	
26	Librarian IV	1	0		
25	City Historian	1	1	1	
24	Associate Personnel Analyst	1	1	1	
24	Senior Administrative Analyst	1	1	1	
23	Supervisor Library Buildings	1	1		1
22	Librarian III	11	8		8
22	Library Cataloging Supervisor	1	0		
21	Senior Graphic Designer	1	0		
20	Computer Operations Supervisor	1	1		1
20	Computer Programmer	1	1		1
20	Microcomputer Specialist	1	0		
19	Circulation Supervisor	1	1		1
19	Librarian II	17	18		14
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	3	2	2	
16	Librarian I	15	14		11
16	Secretary to Library Director	1	1	1	
15	Materials Processing Supervisor	1	0		
15	Supervisor Audio Visual Services	1	1		1
14	Library Assistant	5	4		4
14	Library Assistant Bilingual	1	0		
13	Sr. Maintenance Mechanic Bldgs.	1	0		
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
9	Bookmobile Operator	1	0		
9	Clerk II	2	2	1	1
9	Clerk II with Typing	4	3		1
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	15	11		6
7	Maintenance Worker - Library	2	2		2
6	Dupl. Offset Machine Oper. Gr. II	1	0		
3	Clerk-Typist	1	0		
3	Materials Processor	3	3		3
2	Senior Library Page	6	6		5
2	Senior Shipping Aide	1	0		
1	Cleaner	3	3		3
57	Senior Security Guard	1	1		1
52	Security Guard	4	4		4
EMPLOYEE YEARS					
Full Time			136.0	115.0	10.0
Overtime			0.7	0.5	0.0
Part Time, Temporary, Seasonal			32.6	28.7	1.1
Less: Vacancy Allowance			<u>3.9</u>	<u>3.6</u>	<u>0.3</u>
Total			165.4	140.6	10.8
				67.0	38.0
				0.2	0.3
				22.1	5.5
				<u>2.1</u>	<u>1.2</u>
				87.2	42.6

The Community Library provides convenient access to library services through the City's 10 branch libraries.

The 2003-04 work plan includes the following:

Objective	R2010 Campaigns Supported	Projected Completion
Conduct summer reading programs for youth at each branch library	#2 - Education Excellence #7 - Quality Service #9 - Healthy Urban Neighborhoods	First Quarter
Implement neighborhood-based service objectives and priorities identified in the branch planning report	#1 - Involved Citizens #7 - Quality Service #9 - Healthy Urban Neighborhoods	Fourth Quarter

Year-to-Year Comparison

	<u>2002-03</u>	<u>2003-04</u>	<u>Change</u>
Budget	2,806,200	2,821,100	14,900
Employee Years	54.0	51.8	-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>
83,700	8,800	0	2,400	0	-80,000	14,900

Major Change

Budget constraints result in a 4% reduction in Branch library service hours, reducing associated personnel costs	-79,700
Security service at certain branches is increased	4,500
Productivity improvements result in savings	-3,600
Computer leasing expense is reduced as a more favorable rate structure is negotiated	-1,200

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
- Referral services to community agencies
- Facilities for meetings and programs sponsored by non-library groups
- Access to the Internet and personal computing needs

PUBLIC LIBRARY
COMMUNITY LIBRARY

Program Change

Overall service hours are reduced by 4%. This results in a decrease in programs planned, reference questions, and anticipated door count at various branches.

Performance Indicators

	<u>Actual</u> <u>2001-02</u>	<u>Estimated</u> <u>2002-03</u>	<u>Budget</u> <u>2002-03</u>	<u>Budget</u> <u>2003-04</u>
ARNETT				
WORKLOAD				
Reference questions	4,563	4,050	6,000	4,000
Programs planned	217	200	176	200
Service hours	2,244	2,221	2,229	2,119
Internet sessions	7,967	10,860	7,000	10,000
EFFICIENCY				
Reference assistance per service hour	2.0	1.8	2.7	1.9
Average attendance per program	7	7	10	8
Circulation per service hour	29	27	31	28
RESULTS				
Program attendance	1,510	1,450	1,700	1,500
Library materials circulated	64,047	59,047	70,000	60,000
Door count	91,364	90,500	78,100	85,000
CHARLOTTE				
WORKLOAD				
Reference questions	8,830	8,500	9,700	8,500
Programs planned	137	133	187	130
Service hours	2,345	2,258	2,215	2,156
Internet sessions	5,069	4,590	5,600	5,200
EFFICIENCY				
Reference assistance per service hour	3.8	3.8	4.4	3.9
Average attendance per program	11	9	13	10
Circulation per service hour	50	49	57	51
RESULTS				
Program attendance	1,519	1,200	2,500	1,300
Library materials circulated	117,506	110,500	125,200	110,200
Door count	91,745	89,400	90,900	88,000
HIGHLAND				
WORKLOAD				
Reference questions	7,516	7,500	7,100	7,000
Programs planned	61	76	118	75
Service hours	2,080	1,843	1,843	1,758
Internet sessions	4,266	6,689	6,800	6,500
EFFICIENCY				
Reference assistance per service hour	3.6	4.1	3.9	4.0
Average attendance per program	15	12	14	12
Circulation per service hour	45	49	48	49

PUBLIC LIBRARY
COMMUNITY LIBRARY

11-13

Performance Indicators

	Actual <u>2001-02</u>	Estimated <u>2002-03</u>	Budget <u>2002-03</u>	Budget <u>2003-04</u>
RESULTS				
Program attendance	920	900	1,600	900
Library materials circulated	92,946	90,000	89,000	87,000
Door count	87,018	85,000	85,000	83,500
LINCOLN				
WORKLOAD				
Reference questions	4,635	4,350	4,300	4,255
Programs planned	203	175	126	170
Service hours	2,589	2,278	2,317	2,188
Internet sessions	8,385	9,740	7,500	9,700
EFFICIENCY				
Reference assistance per service hour	1.8	1.9	1.9	1.9
Average attendance per program	16	17	10	18
Circulation per service hour	29	33	31	32
RESULTS				
Program attendance	3,150	3,050	1,225	3,000
Library materials circulated	76,300	75,000	72,000	70,000
Door count	245,733	230,750	190,600	200,000
LYELL				
WORKLOAD				
Reference questions	6,239	6,055	7,400	6,350
Programs planned	59	50	200	55
Service hours	1,711	1,838	1,838	1,736
Internet sessions	3,446	4,830	3,400	4,800
EFFICIENCY				
Reference assistance per service hour	3.6	3.3	4.0	3.7
Average attendance per program	21	22	12	22
Circulation per service hour	30	27	33	29
RESULTS				
Program attendance	1,232	1,100	2,400	1,200
Library materials circulated	51,874	50,500	60,700	50,300
Door count	62,821	60,000	63,000	61,500
MAPLEWOOD				
WORKLOAD				
Reference questions	4,762	4,500	5,500	5,200
Programs planned	134	128	125	120
Service hours	2,190	2,236	2,236	2,134
Internet sessions	13,536	15,900	12,500	15,900
EFFICIENCY				
Reference assistance per service hour	2.2	2.0	2.5	2.4
Average attendance per program	11	11	11	11
Circulation per service hour	36	34	34	35

PUBLIC LIBRARY
COMMUNITY LIBRARY

Performance Indicators

	Actual <u>2001-02</u>	Estimated <u>2002-03</u>	Budget <u>2002-03</u>	Budget <u>2003-04</u>
RESULTS				
Program attendance	1,515	1,450	1,400	1,350
Library materials circulated	79,324	75,800	76,100	75,000
Door count	103,142	100,145	107,200	105,000
MONROE				
WORKLOAD				
Reference questions	6,214	5,900	8,100	6,500
Programs planned	150	143	155	150
Service hours	2,496	2,241	2,225	2,131
Internet sessions	16,561	17,758	15,000	17,700
EFFICIENCY				
Reference assistance per service hour	2.5	2.6	3.6	3.1
Average attendance per program	10	9	8	9
Circulation per service hour	52	58	58	59
RESULTS				
Program attendance	1,462	1,300	1,200	1,300
Library materials circulated	129,792	130,175	129,200	125,000
Door count	128,320	120,000	115,100	110,095
SULLY				
WORKLOAD				
Reference questions	5,036	4,850	5,200	5,000
Programs planned	267	253	235	230
Service hours	1,892	1,864	1,864	1,758
Internet sessions	1,995	1,845	2,000	1,800
EFFICIENCY				
Reference assistance per service hour	2.7	2.6	2.8	2.8
Average attendance per program	19	18	9	17
Circulation per service hour	17	16	18	18
RESULTS				
Program attendance	5,071	4,500	2,200	4,000
Library materials circulated	31,946	30,400	34,200	32,500
Door count	47,096	45,400	39,200	45,000
WHEATLEY				
WORKLOAD				
Reference questions	4,479	4,500	6,000	4,500
Programs planned	402	345	212	330
Service hours	2,153	2,190	2,190	2,138
Internet sessions	7,697	8,570	10,500	9,000

PUBLIC LIBRARY
COMMUNITY LIBRARY

11-15

Performance Indicators

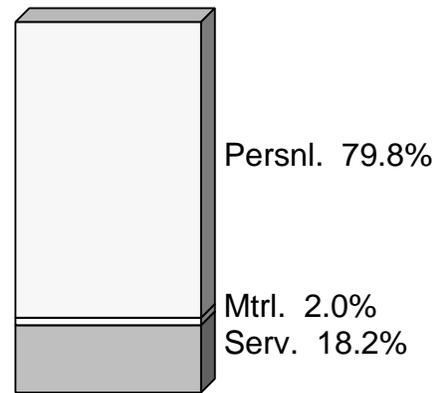
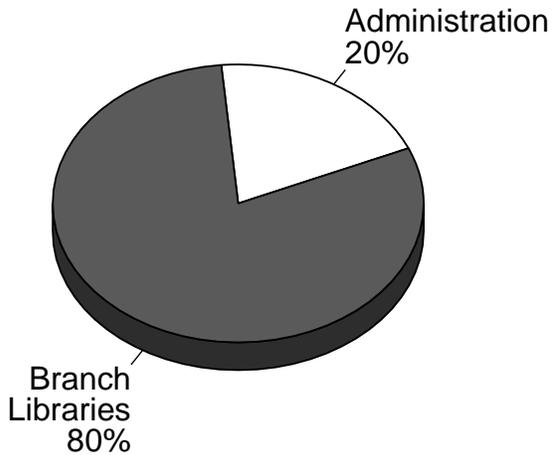
	Actual <u>2001-02</u>	Estimated <u>2002-03</u>	Budget <u>2002-03</u>	Budget <u>2003-04</u>
EFFICIENCY				
Reference assistance per service hour	2.1	2.1	2.7	2.1
Average attendance per program	12	12	18	12
Circulation per service hour	13	13	17	13
RESULTS				
Program attendance	5,005	4,300	3,900	4,000
Library materials circulated	28,675	27,550	36,400	27,000
Door count	62,428	65,500	63,000	65,000
WINTON				
WORKLOAD				
Reference questions	15,577	14,000	12,900	12,400
Programs planned	172	165	202	160
Service hours	2,316	2,242	2,187	2,142
Internet sessions	16,971	18,231	15,000	18,000
EFFICIENCY				
Reference assistance per service hour	6.7	6.2	5.9	5.8
Average attendance per program	14	14	7	14
Circulation per service hour	97	98	102	100
RESULTS				
Program attendance	2,441	2,240	1,500	2,200
Library materials circulated	225,628	220,650	222,000	215,000
Door count	144,264	140,500	156,500	145,500
TOTAL ALL BRANCHES				
WORKLOAD				
Reference questions	67,851	64,205	72,200	63,705
Programs planned	1,802	1,668	1,736	1,620
Service hours	22,016	21,211	21,144	20,260
Internet sessions	85,893	99,013	85,300	98,600
EFFICIENCY				
Reference assistance per service hour	3.1	3.0	3.4	3.1
Average attendance per program	13	13	11	13
Circulation per service hour	41	41	43	42
RESULTS				
Program attendance	23,825	21,490	19,625	20,750
Library materials circulated	898,038	869,622	914,800	852,000
Door count	1,063,931	1,027,195	988,600	988,595

**PUBLIC LIBRARY
COMMUNITY LIBRARY
EXPENDITURE SUMMARY**

	<u>Actual 2001-02</u>	<u>Estimated 2002-03</u>	<u>Amended 2002-03</u>	<u>Approved 2003-04</u>
Appropriation by Major Object				
Personnel Expenses	2,150,823	2,211,400	2,245,300	2,251,700
Materials & Supplies	63,030	62,600	56,600	57,000
Services	442,749	443,400	504,300	512,400
Other	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	2,656,602	2,717,400	2,806,200	2,821,100

Appropriation by Activity				
Administration	582,482	559,600	554,500	574,800
Branch Libraries	<u>2,074,120</u>	<u>2,157,800</u>	<u>2,251,700</u>	<u>2,246,300</u>
Total	2,656,602	2,717,400	2,806,200	2,821,100

Employee Years by Activity				
Administration	7.8	6.5	5.7	5.7
Branch Libraries	<u>46.6</u>	<u>46.7</u>	<u>48.3</u>	<u>46.1</u>
Total	54.4	53.2	54.0	51.8



PUBLIC LIBRARY
COMMUNITY LIBRARY
PERSONNEL SUMMARY

11-17

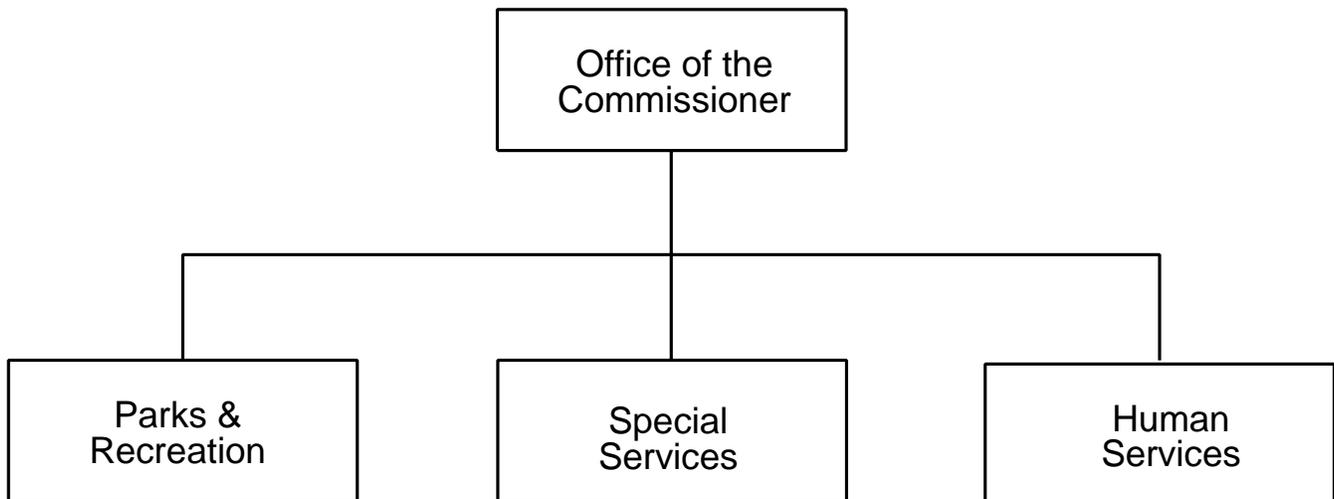
FULL TIME POSITIONS				Administration	Branch Libraries
Br.	Title	Budget 2002-03	Approved 2003-04		
29	Assistant Library Director III	1	1	1	
22	Librarian III	10	10		10
19	Librarian II	7	8	1	7
16	Librarian I	6	6		6
14	Library Assistant	2	2		2
14	Library Assistant Bilingual	1	1		1
14	Youth Services Coordinator	1	1		1
13	Sr. Maintenance Mechanic Bldg.	2	2	2	
11	Secretary	1	1	1	
3	Library Aide	1	1		1
EMPLOYEE YEARS					
	Full Time	32.0	33.0	5.0	28.0
	Overtime	0.0	0.0	0.0	0.0
	Part Time, Temporary, Seasonal	22.4	19.1	0.8	18.3
	Less: Vacancy Allowance	0.4	0.3	0.1	0.2
	Total	54.0	51.8	5.7	46.1

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 2003-04 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	Create and manage summer special events programs within the Center City	# 8 - Tourism Destination # 10 - Center City	Fourth Quarter
Parks and Recreation	Complete Information Kiosk Project at the Public Market	#6 - Economic Vitality #7 - Quality Service #8 - Tourism Destination	Second Quarter
Special Services	Upgrade the security systems at the Blue Cross Arena at the War Memorial	# 8 - Tourism Destination # 10 - Center City	First Quarter
Human Services	Develop and publish a Bureau of Human Services Funding Guide for external use	#1 - Involved Citizens #7 - Quality Service	Third Quarter

Year-to-Year Comparison

Bureau	Budget 2002-03	Budget 2003-04	Change	Percent Change
Office of the Commissioner	1,962,300	1,861,800	-100,500	-5.1%
Parks and Recreation	9,562,900	9,671,700	108,800	1.1%
Special Services	4,163,700	4,269,700	106,000	2.5%
Human Services	<u>2,112,000</u>	<u>1,843,900</u>	<u>-268,100</u>	-12.7%
Total	17,800,900	17,647,100	-153,800	-0.9%
Employee Years	313.5	301.3	-12.2	-3.9%

Change Detail

Salary & Wage Adjustment	General Inflation	Chargebacks	Vacancy Allowance	Miscellaneous Major Change	Total
256,000	71,800	144,000	0	11,400	-637,000
					-153,800

Major Change
 As proposed by the Mayor:

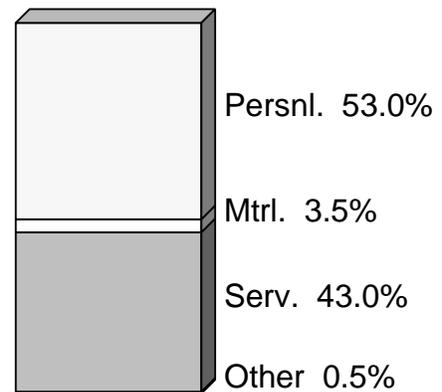
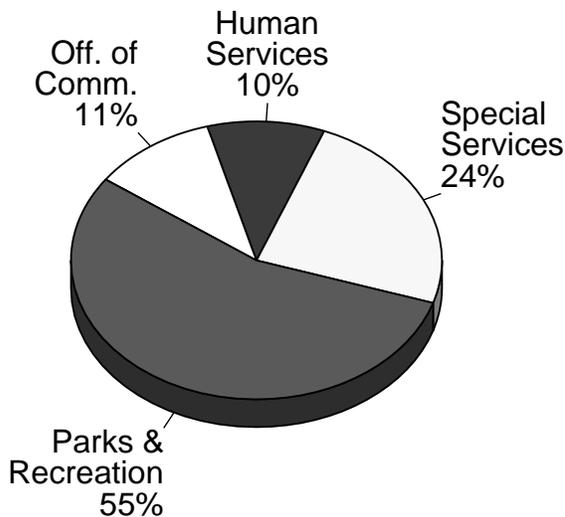
Eliminate the Basic Employability Skills Training (BEST) Program in anticipation of a similar program being funded by another source; negotiations are currently underway, but have not been concluded	-336,800
Change in High Falls Entertainment District contractor reduces expense	-186,900
New 21st Century Community Learning Centers Program grant adds two full time positions and program expenses	124,300
Funding is provided for laser maintenance contract and laser utilities at High Falls	100,000
The Summer Food Service Program is reduced to reflect projected usage	-70,300
Insurance premiums increase for the Blue Cross Arena at the War Memorial	62,000
Eliminate two full time positions in Parks Operations due to budget constraints, offset by the addition of one part time position	-56,400
Eliminate one full time recreation position due to budget constraints	-46,400
Eliminate the After School Club House Program at Adams Street, Avenue D, Flint Street, and Webster Avenue centers due to declining attendance	-44,800
A vacant full time position formerly on full time union release is eliminated	-44,400
Productivity improvements result in savings	-28,300
Eliminate Wordcrafters, the Edgerton Train Room Curator, and other programs due to budget constraints	-27,500

 As amended by City Council:

The Wordcrafters program is restored	17,100
Parenting education program is added	16,000
Above ground pool operation is restored at Campbell St., Norton Village, and South Ave.	9,400
Edgerton train room curator program is restored	6,300

DEPARTMENT OF PARKS, RECREATION & HUMAN SERVICES
EXPENDITURE SUMMARY

	Actual <u>2001-02</u>	Estimated <u>2002-03</u>	Amended <u>2002-03</u>	Approved <u>2003-04</u>
Appropriation by Major Object				
Personnel Expenses	9,403,724	9,392,700	9,460,100	9,346,800
Materials & Supplies	729,531	627,900	580,700	616,700
Services	7,348,813	7,673,000	7,726,100	7,587,600
Other	<u>33,000</u>	<u>96,000</u>	<u>34,000</u>	<u>96,000</u>
Total	17,515,068	17,789,600	17,800,900	17,647,100
Appropriation by Activity				
Office of the Commissioner	1,658,923	1,896,300	1,962,300	1,861,800
Parks and Recreation	9,575,267	9,609,800	9,562,900	9,671,700
Special Services	4,213,550	4,449,200	4,163,700	4,269,700
Human Services	<u>2,067,328</u>	<u>1,834,300</u>	<u>2,112,000</u>	<u>1,843,900</u>
Total	17,515,068	17,789,600	17,800,900	17,647,100
Employee Years by Activity				
Office of the Commissioner	15.2	15.7	16.8	15.2
Parks and Recreation	258.2	243.8	242.9	236.8
Special Services	37.2	36.1	32.1	31.6
Human Services	<u>21.1</u>	<u>19.4</u>	<u>21.7</u>	<u>17.7</u>
Total	331.7	315.0	313.5	301.3



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 2003-04 work plan includes the following:

Objective	R2010 Campaigns Supported	Projected Completion
Create and manage summer special events programs within the Center City	# 8 - Tourism Destination # 10 - Center City	Fourth Quarter

Year-to-Year Comparison

	<u>2002-03</u>	<u>2003-04</u>	<u>Change</u>
Budget	1,962,300	1,861,800	-100,500
Employee Years	16.8	15.2	-1.6

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>
33,200	16,700	-5,700	0	-1,100	-143,600	-100,500

Major Change

A vacant full time position formerly on full time union release is eliminated	-44,400
Reduce funding for Special Events, including the elimination of the After Work Concert Series, the Noontime Concerts, and the Cold Rush Event, due to budget constraints	-21,600
Eliminate a full time clerical position, shared with the Blue Cross Arena at the War Memorial, due to budget constraints	-19,400
The Main Game event transfers to the Bureau of Parks & Recreation	-15,000
One time funding for the Clarissa Street Reunion ends	-10,000
Two one-time contracts are complete	-10,000
Reduce professional fees and staff training due to budget constraints	-9,000
Eliminate marketing support for South River Corridor/Erie Canal recreational developments due to budget constraints	-7,500
Productivity improvements result in savings	-6,700

DEPARTMENT OF PARKS, RECREATION & HUMAN SERVICES
OFFICE OF THE COMMISSIONER

COMMISSIONER'S OFFICE

The Commissioner's Office develops management policy and sets goals and performance standards.

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.

Program Change

Two clerical on-call positions are added as backup for staff vacations and sick leave.

SPECIAL EVENTS – R2010 Campaign #11 - Arts & Culture

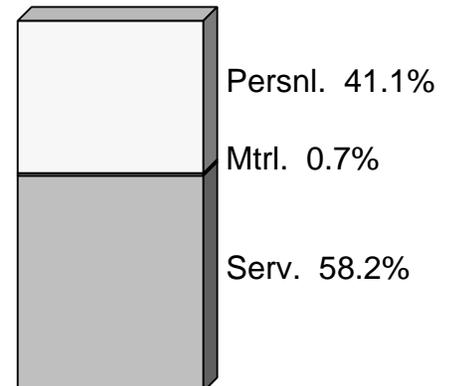
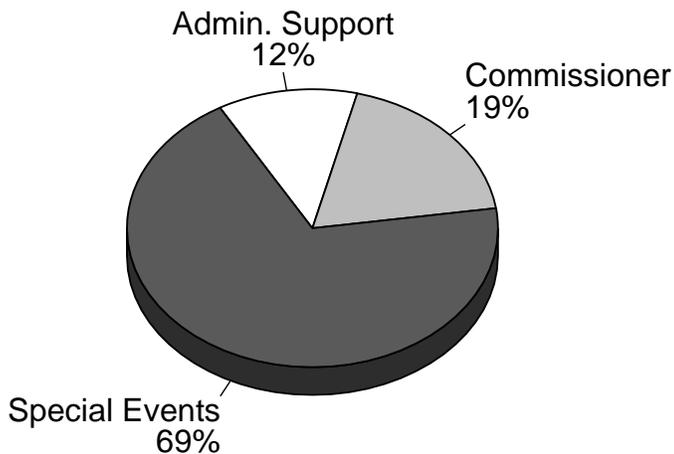
Special Events provides cultural programs throughout the year for the public. It has responsibility for the Summer Performing Arts Series and holiday events. Special Events assists the public by coordinating the permit process for special events not operated by the City, such as neighborhood and downtown festivals, parades, and block parties. It oversees fund raising and special events for the Rochester Events Network.

Performance Indicators

	<u>Actual</u> <u>2001-02</u>	<u>Estimated</u> <u>2002-03</u>	<u>Budget</u> <u>2002-03</u>	<u>Budget</u> <u>2003-04</u>
DEMAND:				
Permit Applications	425	430	450	450
WORKLOAD:				
Permit applications processed:				
● Major events	114	120	120	120
● Rallies, parades, runs	99	100	110	110
● Block parties	58	75	60	60
● Atrium	69	75	75	75
● Link Gallery	20	20	20	20
● Other	<u>65</u>	<u>65</u>	<u>65</u>	<u>65</u>
Total	425	455	450	450
Work orders prepared	1,275	1,365	1,350	1,350
Professional services agreements prepared	120	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

	Actual <u>2001-02</u>	Estimated <u>2002-03</u>	Amended <u>2002-03</u>	Approved <u>2003-04</u>
Appropriation by Major Object				
Personnel Expenses	698,573	747,700	795,400	764,500
Materials & Supplies	8,623	11,000	13,700	13,700
Services	951,727	1,137,600	1,153,200	1,083,600
Other	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	1,658,923	1,896,300	1,962,300	1,861,800
Appropriation by Activity				
Commissioner's Office	351,888	413,200	419,300	356,400
Administrative Support	158,312	197,700	211,300	212,400
Special Events	<u>1,148,723</u>	<u>1,285,400</u>	<u>1,331,700</u>	<u>1,293,000</u>
Total	1,658,923	1,896,300	1,962,300	1,861,800
Employee Years by Activity				
Commissioner's Office	5.7	5.1	5.2	4.2
Administrative Support	3.5	4.7	5.0	4.7
Special Events	<u>6.0</u>	<u>5.9</u>	<u>6.6</u>	<u>6.3</u>
Total	15.2	15.7	16.8	15.2



DEPARTMENT OF PARKS, RECREATION & HUMAN SERVICES
OFFICE OF THE COMMISSIONER
PERSONNEL SUMMARY

FULL TIME POSITIONS				Commis- sioner's Office	Admini- strative Support	Special Events
Br.	Title	Budget 2002-03	Approved 2003-04			
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	
24	Senior Administrative Analyst	0.5	0.5	0.5		
23	Special Events Facility Manager	0.5	0.5			0.5
21	Senior Communications Assistant	1	1			1
19	Senior Recreation Supervisor	1	0			
18	Community Events Coordinator Bilingual	1	1			1
18	Graphic Designer	0	1			1
18	Secretary to Commissioner	1	1	1		
18	Special Events Program Assistant	1	1			1
16	Administrative Assistant	1	1		1	
14	Graphic Assistant	1	0			
9	Clerk II	1	1		1	
7	Clerk III with Typing	2.8	1		0.5	0.5
7	Clerk III with Typing Bilingual	0	1		1	
6	Receptionist Typist	1	1	1		
EMPLOYEE YEARS						
Full Time		16.5	14.7	4.2	4.5	6.0
Overtime		0.1	0.1	0.0	0.0	0.1
Part Time, Temporary, Seasonal		0.2	0.4	0.0	0.2	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		16.8	15.2	4.2	4.7	6.3

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 2003-04 work plan includes the following:

Objective	R2010 Campaigns Supported	Projected Completion
Complete Information Kiosk Project at the Public Market	#6 - Economic Vitality #7 - Quality Service #8 - Tourism Destination	Second Quarter

Year-to-Year Comparison

	<u>2002-03</u>	<u>2003-04</u>	<u>Change</u>
Budget	9,562,900	9,671,700	108,800
Employee Years	242.9	236.8	-6.1

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>
182,600	19,700	41,700	0	16,600	-151,800	108,800

Major Change

As proposed by the Mayor:

Eliminate two full time positions in Parks Operations due to budget constraints, offset by the addition of one part time position	-56,400
Eliminate one full time recreation position due to budget constraints	-46,400
Eliminate the After School Club House Program at Adams Street, Avenue D, Flint Street, and Webster Avenue centers due to declining attendance	-44,800
Eliminate Wordcrafters, the Edgerton Train Room Curator, and other programs due to budget constraints	-27,500
Transfer half of a full time position from the Cemetery Division to Equipment Maintenance	16,000

**DEPARTMENT OF PARKS, RECREATION & HUMAN SERVICES
BUREAU OF PARKS & RECREATION**

Eliminate the operation of above ground pools due to budget constraints and functional obsolescence at Campbell Street, Gardiner Avenue, Norton Village, and South Avenue	-12,800
Reduce wearing apparel, horticultural supplies, and professional services allocations in Forestry due to efficiencies	-6,400
The Main Game transfers from the Commissioner's Office and funding is partially reduced	6,000
Two year Arts Foundation Grant ends	-5,600
Reduce seasonal help at Genesee Valley Park due to budget constraints	-4,600
Productivity improvements result in savings	-2,100
<input type="checkbox"/> As amended by City Council:	
The Wordcrafters program is restored	17,100
Above ground pool operation is restored at Campbell St., Norton Village, and South Ave.	9,400
Edgerton train room curator program is restored	6,300

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.

FIELD ADMINISTRATION

This activity provides management oversight of neighborhood recreation programs and facilities.

Program Change

Field Administration will coordinate and implement "Safe Passage" strategies to insure that children are safe while walking to and from the recreation centers.

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 Middle	Carter
Avenue D	LaGrange Avenue	East High	DownTowners
Campbell Street	Lake Riley Lodge	Freddie Thomas Learning Ctr.	Evergreen
Carter Street	Norton Village	Frederick Douglass Middle	Kennedy
Clinton Baden	River Park Commons	James Madison	Stardust
Danforth		Jefferson Middle	
Edgerton		John Marshall High	
Flint Street		Monroe Middle	
North Street		St. Monica's Summer	
South Avenue		#2, #7, #16, #17, #19, #28, #30,	
Webster Avenue		#33, #35, #42, #43, #46, #52	

Program Change

The elimination of the After School Club House program in 2003-04 reduces the registration indicators at Adams, Avenue D, Flint Street, and Webster Avenue recreation centers. This program has experienced declining attendance over the past several years.

The elimination of various contract programs due to budget constraints will be mitigated by training recreation staff to deliver the programs.

The elimination of above ground pools at Campbell Street, Gardiner Avenue, Norton Village, and South Avenue continues the phase out of these pools, which cannot be repaired or replaced because replacement parts are no longer manufactured. All above ground pools are anticipated to eventually be replaced with the new water play areas. City Council restored pools at Campbell Street, Norton Village, and South Avenue.

The Carter Street Community Center was closed for extensive renovations during portions of 2001-02 and 2002-03, thus reducing many of the center's performance indicators.

The Adams Street Youth Council will sponsor a dance for all City recreation youth councils and other interested youth.

Avenue D will sponsor an End of Summer event in collaboration with the NET Office, Group 14621, and other local community agencies. The event will consist of a boxing tournament held with local and out-of-town teams.

Campbell Street will hold a basic computer skills and Internet class for youth ages 8 to 13 years, teaching them basic skills.

The Carter Street Community Center Youth Council will sponsor a Back-To-School Dance.

Charlotte/LaGrange will sponsor an Art Festival during the summer, with all recreation centers being invited to participate and contribute art projects.

Edgerton will collaborate with Jefferson Middle School to host an evening Family Fun Night with activities such as crafts, movies, bingo, volleyball, basketball, and swimming.

Flint Street will sponsor a Chess Club to teach tactical and strategic game and life skills. There will be three levels of competition: ages 8 to 12, ages 13 to 17, and ages 18 and older.

Humboldt Street will operate a Youth Store for Kids, with participants learning how to take inventory, order stock, and learn business skills to provide good customer service to the neighborhood.

North Street will work to develop an atmosphere of improved pride about the North Street Community Center. Participants will help by recommending appropriate signage and decorating materials.

South Avenue will implement a Teen Council with members meeting monthly. Teen Council members will participate in the planning and implementation of center programs.

Webster Avenue will sponsor a Holiday Craft Show and Sale, a cooperative effort with School #33 Parents and Teachers Association (PTA).

Cobbs Hill is renamed Lake Riley Lodge to reflect the expanded facility.

DEPARTMENT OF PARKS, RECREATION & HUMAN SERVICES
BUREAU OF PARKS & RECREATION

Performance Indicators

	<u>Actual</u> <u>2001-02</u>	<u>Estimated</u> <u>2002-03</u>	<u>Budget</u> <u>2002-03</u>	<u>Budget</u> <u>2003-04</u>
DEMAND				
Registrations:				
● Adams/Gardiner	3,292	3,842	3,842	3,786
● Avenue D	2,474	2,470	2,470	2,441
● Campbell	1,417	1,440	1,440	1,393
● Carter/Norton Village	948	1,200	1,610	1,700
● Charlotte/LaGrange	940	920	920	940
● Danforth	2,222	N/A	N/A	N/A
● Edgerton/Pierpont	3,094	3,100	3,400	3,100
● Flint	2,879	3,630	3,630	3,373
● Humboldt	2,102	2,040	2,040	2,090
● North Street	2,112	2,300	2,300	2,200
● South/Field (Lake Riley Lodge)	2,026	2,000	2,200	2,100
● Webster	1,308	1,100	1,090	1,094
WORKLOAD				
Hours of operation:				
● Adams/Gardiner	4,947	5,593	6,092	5,605
● Avenue D	3,830	3,726	3,521	3,756
● Campbell	3,814	3,669	3,955	3,961
● Carter/Norton Village	2,693	2,338	2,940	3,108
● Charlotte/LaGrange	2,963	2,588	2,544	2,489
● Danforth	4,704	1,649	917	1,600
● Edgerton/Pierpont	4,274	5,111	6,532	5,113
● Flint	4,335	4,188	5,114	4,461
● Humboldt	2,891	3,194	3,044	3,210
● North Street	4,900	4,497	4,447	4,510
● South/Field (Lake Riley Lodge)	5,762	5,919	6,811	6,187
● Webster/Norton Village	3,330	2,899	3,239	2,958
Number of permit uses:				
● Adams/Gardiner	174	200	200	200
● Avenue D	176	185	185	185
● Campbell	152	200	200	200
● Carter/Norton Village	13	10	10	10
● Danforth	216	250	250	250
● Edgerton/Pierpont	272	300	450	300
● Flint	3	5	10	5
● North Street	233	250	250	250
● South/Field (Lake Riley Lodge)	80	80	45	80
● Webster	3	2	2	2

Performance Indicators

	<u>Actual</u> <u>2001-02</u>	<u>Estimated</u> <u>2002-03</u>	<u>Budget</u> <u>2002-03</u>	<u>Budget</u> <u>2003-04</u>
RESULTS				
Attendance per year:				
● Adams/Gardiner	28,671	39,000	39,000	39,000
● Avenue D	29,496	29,500	29,500	29,500
● Campbell	31,986	24,100	30,800	30,800
● Carter/Norton Village	21,033	20,000	40,000	40,000
● Charlotte/LaGrange	22,869	17,974	22,000	22,000
● Danforth	28,087	N/A	N/A	N/A
● Edgerton/Pierpont	45,516	39,500	40,000	39,500
● Flint	94,873	82,174	95,200	95,700
● Humboldt	31,125	30,000	30,000	30,000
● North Street	39,825	37,000	37,000	37,000
● South/Field (Lake Riley Lodge)	42,463	54,000	57,000	56,000
● Webster	22,623	27,000	26,000	27,000

N/A - Not Applicable

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

Registrations for special events increases due to the new Learn To Skate program and an additional hockey team. One major permit holder did not return to the GVP Pool in 2002-03 causing a decline in the permit use indicator.

Performance Indicators

	<u>Actual</u> <u>2001-02</u>	<u>Estimated</u> <u>2002-03</u>	<u>Budget</u> <u>2002-03</u>	<u>Budget</u> <u>2003-04</u>
DEMAND				
Registrations - Special Events	623	580	500	595
WORKLOAD				
Hours of operation:				
● GVP Ice Rink	2,889	2,781	3,276	2,797
● GVP Pool	835	865	835	871
● Manhattan Square Rink	825	823	925	815
Number of permit uses:				
● GVP Ice Rink	358	418	350	400
● GVP Pool	234	166	300	200
● Manhattan Square Rink	56	60	65	60
RESULTS				
Attendance per year:				
● GVP Ice Rink	27,937	24,000	23,000	24,000
● GVP Pool	17,875	17,000	21,000	19,000
● Manhattan Square Rink	9,278	11,000	11,000	11,000

DEPARTMENT OF PARKS, RECREATION & HUMAN SERVICES
BUREAU OF PARKS & RECREATION

ATHLETICS – R2010 Campaign #9 - Healthy Urban Neighborhoods

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, volunteer Youth Sports Enhancement program, and City-wide track and field program. This activity also is responsible for the development and administration of the centralized aquatic initiative.

Program Change

Record keeping of the hours of operation performance indicators improved due to computerization in the field of the task. Frederick Douglass Middle School pool was closed in 2001-02 and will be closed again in 2003-04 due to school renovations. Both the Jefferson Middle School and the East High pools will be closed in Summer 2003 (2003-04 Budget) due to school renovations. An increase in day camps in 2002-03 at East, Jefferson, and Madison increases attendance over budget.

Charlotte opened late in 2001-02, thus reducing attendance in that year. Adult softball games held declined in 2001-02 due to a decrease of ten teams.

Performance Indicators

	<u>Actual</u> <u>2001-02</u>	<u>Estimated</u> <u>2002-03</u>	<u>Budget</u> <u>2002-03</u>	<u>Budget</u> <u>2003-04</u>
DEMAND				
Adult softball participants	3,358	3,600	3,600	3,600
WORKLOAD				
Hours of Aquatics operation:				
● Charlotte	80	77	96	74
● Douglass	0	263	280	0
● East	360	326	360	79
● Freddie Thomas	664	585	712	578
● Jefferson	360	326	360	87
● Madison	692	557	712	564
Registration for Aquatics:				
● Charlotte	178	175	175	175
● Douglass	0	317	250	0
● East	420	450	600	100
● Freddie Thomas	250	600	600	600
● Jefferson	310	430	250	60
● Madison	512	600	600	700
RESULTS				
Adult softball games held	1,125	1,275	1,275	1,275
Attendance per year:				
● Charlotte	822	1,500	1,500	1,500
● Douglass	0	1,286	2,800	0
● East	4,978	8,173	3,600	267
● Freddie Thomas	3,346	3,600	3,600	3,600
● Jefferson	4,002	4,000	2,800	223
● Madison	5,081	5,000	4,000	5,000

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

An off-site vendor parking program will be implemented in 2003-04 in order to increase available parking within the market area. A “Friends of the Market” volunteer advocacy group will be developed to do some fundraising activities and to act as market ambassadors in the community. New stall space was developed in areas not previously leased and is reported in a new performance indicator “Non-traditional stalls”.

Performance Indicators

	<u>Actual 2001-02</u>	<u>Estimated 2002-03</u>	<u>Budget 2002-03</u>	<u>Budget 2003-04</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	14	11	11	11
● Non-traditional stalls	N/A	16	N/A	20
WORKLOAD				
Market days held	155	155	155	155
Special event days	28	30	30	30
Daily rentals:				
● Shed A & C (January - April)	1,708	1,725	1,730	1,750
● Shed A & C (May - December)	1,252	1,325	1,300	1,340
● Special Events	1,461	1,475	1,500	1,575
EFFICIENCY				
Occupancy Rate (%)				
● Shed A	100	100	100	100
● Shed C	100	95	95	100
● Winter Shed	98	95	98	98

N/A - Not Applicable

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

Webster Ice Rink closed permanently in 2002-03. Both Manhattan Square and Webster Ice rinks were closed for three weeks in 2001-02 reducing the number of weeks maintained. A program will be developed to utilize aquacides, which is the use of steam to control weeds.

DEPARTMENT OF PARKS, RECREATION & HUMAN SERVICES
BUREAU OF PARKS & RECREATION

Performance Indicators

	<u>Actual</u> <u>2001-02</u>	<u>Estimated</u> <u>2002-03</u>	<u>Budget</u> <u>2002-03</u>	<u>Budget</u> <u>2003-04</u>
DEMAND				
Acres maintained	880	880	880	880
Ice Rinks maintained	3	2	2	2
Work orders received	1,140	1,200	1,200	1,200
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	12	15	15	15
• Webster	11	N/A	N/A	N/A
Maplewood Rose Garden bushes maintained	4,750	4,750	4,750	4,750
EFFICIENCY				
Work orders completed (%)	96.1	95.0	95.8	95.8
RESULTS				
Work orders completed	1,096	1,140	1,150	1,150
Actual mowings/trimmings per area	18	18	18	18

N/A - Not Applicable

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

The April, 2003 Ice Storm substantially impacts Forestry in both the current year estimate and the proposed 2003-04 budget. A program of bare root tree planting will be implemented throughout the City in 2003-04. A large number of stumps were removed in 2001-02 due to the previous year's tree removals.

Performance Indicators

	<u>Actual</u> <u>2001-02</u>	<u>Estimated</u> <u>2002-03</u>	<u>Budget</u> <u>2002-03</u>	<u>Budget</u> <u>2003-04</u>
DEMAND				
Street trees and sites:				
• Trees	59,780	59,860	59,860	59,560
• Planting sites	19,550	19,800	19,800	19,800
• Trees to be pruned	7,200	10,700	7,100	10,100
• Annual removals	486	580	500	700
• Annual stump removals	437	530	450	650
Parks/cemetery trees:				
• Trees	11,680	11,722	11,750	11,750
• Trees to be pruned	5,800	6,800	6,000	6,250
• Removals	167	150	150	185
• Stumps	510	200	200	225
Service requests received	2,885	3,900	3,000	3,250

Performance Indicators

	<u>Actual</u> <u>2001-02</u>	<u>Estimated</u> <u>2002-03</u>	<u>Budget</u> <u>2002-03</u>	<u>Budget</u> <u>2003-04</u>
WORKLOAD				
Trees removed by city	408	480	400	600
Trees removed by others	85	100	100	100
Trees planted by city	450	400	400	400
Trees planted by contract	150	150	150	150
Trees maintained:				
• Complete prune by city	7,950	7,500	7,500	7,500
• Complete prune by contract	4,900	4,750	4,750	4,750
• Hazard prune by city	2,870	6,600	3,000	5,000
• Stump removal by city	470	480	400	400
• Stump removal by contract	0	20	20	300
RESULTS				
Trees removed	493	500	500	885
Trees planted	600	550	600	550
Trees maintained:				
• Complete prune	12,850	12,250	12,250	12,250
• Hazard prune	2,870	6,000	3,000	5,000
Stumps removed	470	420	420	850

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

A computerized system to track work done on equipment will be implemented. This system will also flag equipment for preventive maintenance.

Performance Indicators

	<u>Actual</u> <u>2001-02</u>	<u>Estimated</u> <u>2002-03</u>	<u>Budget</u> <u>2002-03</u>	<u>Budget</u> <u>2003-04</u>
DEMAND				
Work orders received	1,450	1,500	1,500	1,500
WORKLOAD				
Work orders completed	1,386	1,500	1,500	1,500
EFFICIENCY				
Work orders completed (%)	95.6	100.0	100.0	100.0
Work orders per mechanic	277	300	300	300

DEPARTMENT OF PARKS, RECREATION & HUMAN SERVICES
BUREAU OF PARKS & RECREATION

CUSTODIAL SERVICES – R2010 Campaign #7 - Quality Service

This activity furnishes cleaning services at Parks and Recreation and Cemetery buildings.

Program Change

The square footage of buildings maintained increases due to the renovated Carter Street Community Center.

Performance Indicators

	Actual <u>2001-02</u>	Estimated <u>2002-03</u>	Budget <u>2002-03</u>	Budget <u>2003-04</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	334,150	337,650	334,150	337,650
Square feet of buildings maintained by lease	37,000	37,000	37,000	37,000

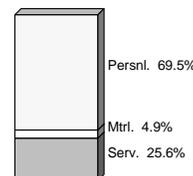
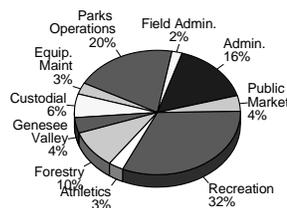
DEPARTMENT OF PARKS, RECREATION & HUMAN SERVICES
BUREAU OF PARKS & RECREATION
EXPENDITURE SUMMARY

12-19

Appropriation by Major Object	<u>Actual 2001-02</u>	<u>Estimated 2002-03</u>	<u>Amended 2002-03</u>	<u>Approved 2003-04</u>
Personnel Expenses	6,711,430	6,715,400	6,676,000	6,721,100
Materials & Supplies	599,375	511,500	475,300	470,900
Services	2,264,462	2,382,900	2,411,600	2,479,700
Other	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	9,575,267	9,609,800	9,562,900	9,671,700

Appropriation by Activity	<u>Actual 2001-02</u>	<u>Estimated 2002-03</u>	<u>Amended 2002-03</u>	<u>Approved 2003-04</u>
Administration	1,480,217	1,537,700	1,503,900	1,561,700
Field Administration	157,577	185,400	195,400	198,300
Recreation	0	3,104,300	3,060,700	3,109,100
North Recreation Area	1,546,003	0	0	0
South Recreation Area	1,710,139	0	0	0
Genesee Valley Complex	393,788	384,900	444,000	394,800
Athletics	278,575	316,600	306,600	310,200
Public Market	420,195	426,400	371,100	384,400
Parks Operations	1,868,797	1,867,000	1,930,400	1,889,800
Forestry	894,600	932,000	941,300	964,200
Equipment Maintenance	233,726	233,800	218,500	241,600
Custodial Services	<u>591,650</u>	<u>621,700</u>	<u>591,000</u>	<u>617,600</u>
Total	9,575,267	9,609,800	9,562,900	9,671,700

Employee Years by Activity	<u>Actual 2001-02</u>	<u>Estimated 2002-03</u>	<u>Amended 2002-03</u>	<u>Approved 2003-04</u>
Administration	17.8	16.9	16.5	16.7
Field Administration	3.1	3.5	3.5	3.4
Recreation	0.0	104.8	101.2	97.7
North Recreation Area	56.8	0.0	0.0	0.0
South Recreation Area	62.9	0.0	0.0	0.0
Genesee Valley Complex	11.9	10.2	12.8	10.9
Athletics	6.9	7.9	8.3	8.6
Public Market	3.6	3.5	3.4	3.4
Parks Operations	47.2	47.9	48.9	47.4
Forestry	21.6	22.4	22.7	22.7
Equipment Maintenance	4.1	4.0	3.9	4.4
Custodial Services	<u>22.3</u>	<u>22.7</u>	<u>21.7</u>	<u>21.6</u>
Total	258.2	243.8	242.9	236.8



**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 2002-03	Proposed 2003-04										
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								
25	Manager, Athletics & Aquatics	1	0										
24	Program Development Specialist	1	1	1									
23	Coordinator, Athletics & Aquatics	0	1	0.2			0.5	0.3					
21	Recreation Center Director	6	5			5							
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	6			6							
18	Municipal Assistant	1	1	0.9					0.1				
18	Special Events Program Assistant	1	1	1									
18	Supervisor of Markets	1	1						1				
17	Forestry Technician	4	4								4		
17	Horticulture Technician	1	1							1			
16	Administrative Assistant	1	1	1									
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	29	30			30							
9	Recreation Leader Bilingual	3	2			2							
7	Clerk III with 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. Carpenter	1	0										
65	Sr. Maintenance Mech. Pipefitter	1	1							1			
65	Sr. Maintenance Mechanic Welder	1	1							1			
63	Equipment Mechanic	3	3.5									3.5	
62	Senior Maintenance Mechanic	1	0										
61	Crew Chief	6	6							6			
61	Forestry Worker	8	8								8		
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		152.0	149.5	12.7	3.0	56.0	1.0	0.8	2.5	38.0	20.0	4.5	11.0
Overtime		3.4	3.4	0.0	0.0	0.7	0.1	0.0	0.1	1.4	0.6	0.0	0.5
Part Time, Temporary, Seasonal		95.2	91.6	4.2	0.4	45.3	10.3	7.9	1.0	9.1	2.7	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		242.9	236.8	16.7	3.4	97.7	10.9	8.6	3.4	47.4	22.7	4.4	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 2003-04 work plan includes the following:

Objective	R2010 Campaigns Supported	Projected Completion
Upgrade the security systems at the Blue Cross Arena at the War Memorial	# 8 - Tourism Destination # 10 - Center City	First Quarter

Year-to-Year Comparison

	<u>2002-03</u>	<u>2003-04</u>	<u>Change</u>
Budget	4,163,700	4,269,700	106,000
Employee Years	32.1	31.6	-0.5

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>
28,400	20,900	114,800	0	-8,800	-49,300	106,000

Major Change

Change in High Falls Entertainment District contractor reduces expense	-186,900
Funding is provided for laser maintenance contract and laser utilities at High Falls	100,000
Insurance premiums increase for the Blue Cross Arena at the War Memorial	62,000
Granite purchases for the Cemetery Division increase proportionately with the increase in monument and marker sales	17,300
Transfer one-half of a full time position from the Cemetery Division to the Bureau of Parks and Recreation Equipment Maintenance division	-16,000
Productivity improvements result in savings	-15,700
Eliminate one part time position at the Cemeteries due to efficiencies	-10,000
Add a part time clerical position at the Blue Cross Arena at the War Memorial due to elimination of shared full time clerical position	5,000
Eliminate a full time clerical position, shared with the Special Events unit in the Commissioner's Office, due to budget constraints	-4,900
Reduce the contract with Rochester Riverside Convention Center due to budget constraints	-4,100
Add contract to maintain the Veteran's Fountain at the Blue Cross Arena at the War Memorial	4,000

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 and manages 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.

Program Change

The reduction of one-half of a full time position reflects the reduced workload of mechanic services due to newer motor vehicles and longer warranties. There is no lawn crypt inventory remaining to sell, and niches and crypt space is becoming limited.

Performance Indicators

	<u>Actual 2001-02</u>	<u>Estimated 2002-03</u>	<u>Budget 2002-03</u>	<u>Budget 2003-04</u>
DEMAND				
Cemetery acreage	292	292	292	292
WORKLOAD				
Burials arranged	918	950	950	950
Cremations performed	171	200	200	250
Foundations constructed	579	600	600	700
Graves sold	1,033	900	900	1,000
Niches sold	31	50	75	10
Crypt spaces sold	27	50	100	75
Lawn crypt spaces sold	25	10	10	0
Cremation urns sold	27	20	20	35
Granite and bronze monuments and markers sold	159	185	185	250

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.

Performance Indicators

	<u>Actual 2001-02</u>	<u>Estimated 2002-03</u>	<u>Budget 2002-03</u>	<u>Budget 2003-04</u>
DEMAND				
Events	122	126	124	129
WORKLOAD				
Event days	145	147	149	150
EFFICIENCY				
Attendance per event	4,570	3,973	4,396	3,900
Per capita concession revenue (\$)	3.64	2.65	4.04	3.74
RESULTS				
Total concession revenue (gross, \$)	2,030,377	1,547,000	2,202,100	2,200,000
Concessions revenue (City share, \$)	177,658	135,400	192,700	192,500
Total attendance	557,531	584,128	545,100	585,000

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

	<u>Actual 2001-02</u>	<u>Estimated 2002-03</u>	<u>Budget 2002-03</u>	<u>Budget 2003-04</u>
DEMAND				
Conventions/trade shows	32	34	26	36
Public shows	30	23	23	23
Other	296	290	290	290
WORKLOAD				
Event days scheduled	277	285	285	285
RESULTS				
Total attendance	260,804	270,000	270,000	270,000

Operating cost for the Rochester Convention Center is estimated as follows:

	<u>Budget 2002-03</u>	<u>Budget 2003-04</u>
Operating Revenues		
● Building & equipment rental	978,500	1,015,000
● Food & beverage service	3,612,100	4,104,900
● Convention packages	280,000	320,100
● Building services/miscellaneous	<u>913,000</u>	<u>914,300</u>
Total Revenues	5,783,600	6,354,300
Operating Expenses		
● Personnel & fringe benefits	3,596,200	3,939,600
● Materials & supplies	153,800	163,600
● Utilities	390,000	385,000
● Maintenance of building & equipment	257,800	261,700
● Security & contract labor	127,600	102,700
● Food & supplies	802,100	951,400
● Convention packages	280,000	320,100
● Cash capital allocation	60,000	90,000
● Other contractual services	<u>1,257,000</u>	<u>1,277,000</u>
Total Expenses	6,924,500	7,491,100
Total Cost	1,140,900	1,136,800

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.

Program Change

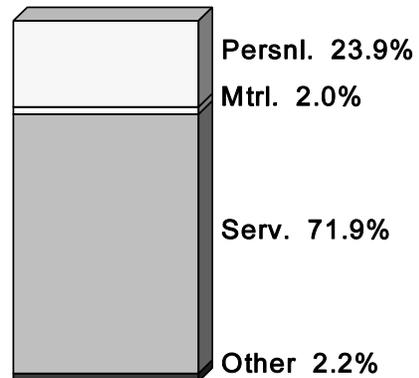
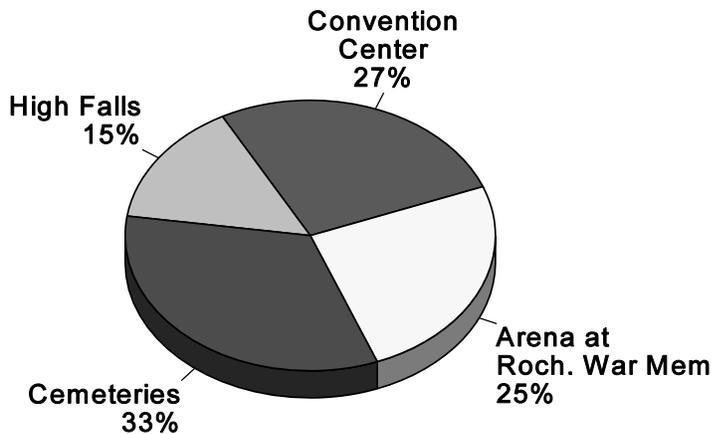
A different contractor will operate the High Falls Entertainment District in 2003-04. The laser light show will run on a sponsorship basis.

**DEPARTMENT OF PARKS, RECREATION & HUMAN SERVICES
OFFICE OF SPECIAL SERVICES
EXPENDITURE SUMMARY**

	Actual <u>2001-02</u>	Estimated <u>2002-03</u>	Amended <u>2002-03</u>	Approved <u>2003-04</u>
Appropriation by Major Object				
Personnel Expenses	1,080,550	1,144,600	1,019,100	1,021,600
Materials & Supplies	91,023	86,400	67,000	83,500
Services	3,008,977	3,122,200	3,043,600	3,068,600
Other	<u>33,000</u>	<u>96,000</u>	<u>34,000</u>	<u>96,000</u>
Total	4,213,550	4,449,200	4,163,700	4,269,700

Appropriation by Activity				
Cemeteries	1,444,636	1,489,400	1,385,300	1,426,900
Blue Cross Arena at the Rochester War Memorial	1,125,100	957,000	925,600	1,081,000
Convention Center	933,314	1,140,900	1,140,900	1,136,800
High Falls Entertainment District	<u>710,500</u>	<u>861,900</u>	<u>711,900</u>	<u>625,000</u>
Total	4,213,550	4,449,200	4,163,700	4,269,700

Employee Years by Activity				
Cemeteries	34.9	34.1	30.3	29.9
Blue Cross Arena at the Rochester War Memorial	<u>2.3</u>	<u>2.0</u>	<u>1.8</u>	<u>1.7</u>
Total	37.2	36.1	32.1	31.6



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 2002-03	Approved 2003-04		
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	
16	Administrative Assistant	1	1	1	
7	Clerk III with Typing	3.2	3	3	
63	Equipment Mechanic	1	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	6	6	
EMPLOYEE YEARS					
Full Time		20.0	19.3	18.5	0.8
Overtime		1.3	1.3	1.3	0.0
Part Time, Temporary, Seasonal		11.7	11.9	11.0	0.9
Less: Vacancy Allowance		<u>0.9</u>	<u>0.9</u>	<u>0.9</u>	<u>0.0</u>
Total		32.1	31.6	29.9	1.7

**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. 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 and adult 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 2003-04 work plan includes the following:

Objective	R2010 Campaigns Supported	Projected Completion
Develop and publish a Bureau of Human Services Funding Guide for external use	#1 - Involved Citizens #7 - Quality Service	Third Quarter

Year-to-Year Comparison

	<u>2002-03</u>	<u>2003-04</u>	<u>Change</u>
Budget	2,112,000	1,843,900	-268,100
Employee Years	21.7	17.7	-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>
11,800	14,500	-6,800	0	4,700	-292,300	-268,100

Major Change

As proposed by the Mayor:

Eliminate the Basic Employability Skills Training (BEST) Program in anticipation of a similar program being funded by another source; negotiations are currently underway, but have not been concluded	-336,800
New 21st Century Community Learning Centers Program grant adds two full time positions and program expenses	124,300
The Summer Food Service Program is reduced to reflect projected usage	-70,300
One-time budget amendment for the CDC Teen Pregnancy grant ends	-21,700
Productivity improvements result in savings	-3,800

As amended by City Council:

Parenting education program is added	16,000
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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

The former Planning and Community Relations activity workload moves to Central Administration.

Performance Indicators

	<u>Actual 2001-02</u>	<u>Estimated 2002-03</u>	<u>Budget 2002-03</u>	<u>Budget 2003-04</u>
DEMAND				
Proposals received	N/A	N/A	N/A	70
WORKLOAD				
Proposals reviewed	N/A	N/A	N/A	70
Grants developed	N/A	N/A	N/A	4
Council transmittals processed	N/A	N/A	N/A	40
Grant writing technical assistance	N/A	N/A	N/A	8
Request for proposals developed	N/A	N/A	N/A	3
City representative for human services initiatives	N/A	N/A	N/A	10

N/A - Not Applicable

DEPARTMENT OF PARKS, RECREATION & HUMAN SERVICES
BUREAU OF HUMAN SERVICES

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.

Program Change

The name of this unit formerly was Contract Management and included the Summer Food Service Program, which now becomes a separate activity. The New York State Department of Education awarded a 21st Century Community Learning Centers Program grant to the City of Rochester for the Rochester After School Academy (RASA) program.

Performance Indicators

	Actual <u>2001-02</u>	Estimated <u>2002-03</u>	Budget <u>2002-03</u>	Budget <u>2003-04</u>
DEMAND				
CDBG program allocation (\$)	1,346,900	1,305,000	1,305,000	1,237,200
ESG allocation (\$)	413,000	412,000	412,000	412,000
HOPWA allocation (\$)	536,000	566,000	566,000	566,000
Technical assistance requests	300	300	300	300
WORKLOAD				
Contracts developed	N/A	N/A	N/A	100
Contract amendments	N/A	N/A	N/A	40
Project reports	700	670	825	670
Monitoring visits	200	200	250	200
Desk audits	140	140	150	140
RESULTS				
CDBG project beneficiaries	14,500	14,500	15,250	14,500
ESG project beneficiaries				
• Families	2,000	2,000	2,100	2,000
• Individuals	25,000	25,000	28,000	25,000
HOPWA project beneficiaries	775	775	850	750

CDBG - Community Development Block Grant

ESG - Emergency Shelter Grant

HOPWA - Housing Opportunities for Persons With AIDS

N/A - Not Applicable

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) Program, Youth Training Academy (YTA), the Volunteer Intern Program (VIP), and the 21st Century Community Learning Program.

Program Change

The former Operations activity workload moves to Youth Services.

Performance Indicators

	<u>Actual</u> <u>2001-02</u>	<u>Estimated</u> <u>2002-03</u>	<u>Budget</u> <u>2002-03</u>	<u>Budget</u> <u>2003-04</u>
DEMAND				
New York State 21st Century allocation (\$)	N/A	N/A	N/A	2,040,000
Number of students applying for YTA	N/A	N/A	N/A	200
Number of students applying for VIP	N/A	N/A	N/A	100
WORKLOAD				
Applicants for Good Grades Pay	N/A	N/A	N/A	650
Applicants for CCC and TOPS	N/A	N/A	N/A	90
Applicants for BEST	N/A	N/A	N/A	0
Number of sites for NYS 21st Century Program	N/A	N/A	N/A	11
Number of agency partnerships for 21st Century	N/A	N/A	N/A	8
Number of participants enrolled per site for the 21st Century Program:				
• Adults	N/A	N/A	N/A	40
• Youth	N/A	N/A	N/A	100
Number of students referred for assessments in YTA	N/A	N/A	N/A	150
Number of student orientations for YTA	N/A	N/A	N/A	10
Number of parent orientations for VIP	N/A	N/A	N/A	2
EFFICIENCY				
Participants in Good Grades Pay	N/A	N/A	N/A	275
Participants in CCC and TOPS	N/A	N/A	N/A	60
Participants in BEST	N/A	N/A	N/A	0
Participants who complete BEST	N/A	N/A	N/A	0
Number of students enrolled in YTA	N/A	N/A	N/A	100
Number of students enrolled in VIP	N/A	N/A	N/A	20
RESULTS				
Number of BEST participants employed	N/A	N/A	N/A	0
Number of BEST participants in school	N/A	N/A	N/A	0
Number of students increasing their 4th/8th Math and/or English tests due to 21st Century Program	N/A	N/A	N/A	75%
Number of students completing YTA	N/A	N/A	N/A	95
Number of students completing VIP	N/A	N/A	N/A	20
Number of Pre-COE portfolios developed	N/A	N/A	N/A	20
Number of YTA students employed	N/A	N/A	N/A	67

BEST - Basic Employability Skills Training

CCC - Community Conservation Corps.

COE - Certificate of Employability

TOPS - Teens on Patrol

VIP - Volunteer Intern Program

YTA - Youth Training Academy

N/A - Not Applicable

PLANNING AND COMMUNITY RELATIONS – R2010 Campaign #6 - Economic Vitality

This activity prepares the annual Bureau work and expenditure plans for the various funding streams, coordinates procurement, develops contracts for services, and acts as liaison to City Council. The unit also participates in various community planning processes and writes grant applications to obtain additional funding for human services initiatives.

Program Change

This unit is eliminated and the workload moves to Central Administration.

Performance Indicators

	<u>Actual 2001-02</u>	<u>Estimated 2002-03</u>	<u>Budget 2002-03</u>	<u>Budget 2003-04</u>
DEMAND				
Proposals received	70	65	70	N/A
WORKLOAD				
Proposals reviewed	70	65	70	N/A
Contracts developed	111	106	97	N/A
Contract amendments	35	48	30	N/A
Grants developed	5	3	3	N/A
Council transmittals processed	0	42	40	N/A
Grant writing technical assistance	0	5	10	N/A
Request for proposals developed	N/A	3	3	N/A

N/A - Not Applicable

CONTRACT MANAGEMENT – R2010 Campaign #6 - Economic Vitality

This activity monitors contracts for various funding streams, maintains the Bureau information system, 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.

The Summer Food Service Program is a federally funded activity that provides nutritious breakfasts and lunches to children at various recreation, day care, community centers, and other locations within the City.

Program Changes

The name of this unit changes to Contract Services and the Summer Food Service Program becomes a separate activity.

OPERATIONS – R2010 Campaign #6 - Economic Vitality

This activity operates the Good Grades Pay Program (GGP), which includes the Community Conservation Corps (CCC), the Teens on Patrol (TOPS) Program, Youth Training Academy (YTA), Volunteer Intern Program (VIP) and the Basic Employability Skills Training Program (BEST).

Program Changes

This unit is eliminated and the workload moves to Youth Services. The Youth Training Academy and Volunteer Intern Program were not run in 2002-03.

Performance Indicators

	Actual <u>2001-02</u>	Estimated <u>2002-03</u>	Budget <u>2002-03</u>	Budget <u>2003-04</u>
DEMAND				
Number of students applying for YTA	N/A	0	200	N/A
Number of students applying for VIP	N/A	0	100	N/A
WORKLOAD				
Applicants for Good Grades Pay	902	688	600	N/A
Applicants for CCC and TOPS	90	90	90	N/A
Applicants for BEST	360	280	360	N/A
Number of students referred for assessments in YTA	N/A	0	150	N/A
Number of student orientations for YTA	N/A	0	10	N/A
Number of parent orientations for VIP	N/A	0	2	N/A
EFFICIENCY				
Participants in Good Grades Pay	264	275	275	N/A
Participants in CCC and TOPS	52	58	60	N/A
Participants in BEST	151	115	180	N/A
Participants who complete BEST	71	57	100	N/A
Number of students enrolled in YTA	N/A	0	100	N/A
Number of students enrolled in VIP	N/A	0	20	N/A
RESULTS				
Number of BEST participants employed	41	28	61	N/A
Number of BEST participants in school	5	1	9	N/A
Number of students completing YTA	N/A	0	95	N/A
Number of students completing VIP	N/A	0	20	N/A
Number of Pre-COE portfolios developed	N/A	0	20	N/A
Number of YTA students employed	N/A	0	67	N/A

BEST - Basic Employability Skills Training

CCC - Community Conservation Corps.

COE - Certificate of Employability

TOPS - Teens on Patrol

VIP - Volunteer Intern Program

YTA - Youth Training Academy

N/A - Not Applicable

DEPARTMENT OF PARKS, RECREATION & HUMAN SERVICES
BUREAU OF HUMAN SERVICES

SUMMER FOOD SERVICE PROGRAM – R2010 Campaign #6 - Economic Vitality
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This federally funded activity provides nutritious breakfasts and lunches to children at various recreation, day care, community centers, and other locations within the City.

Program Change

This activity was formerly in Contract Management, which becomes Contract Services.

Performance Indicators

	<u>Actual</u> <u>2001-02</u>	<u>Estimated</u> <u>2002-03</u>	<u>Budget</u> <u>2002-03</u>	<u>Budget</u> <u>2003-04</u>
DEMAND				
Summer Food Program Breakfast sites	66	55	66	60
Summer Food Program Lunch sites	98	89	98	94
WORKLOAD				
Summer Food Program Breakfast sites	73,307	64,964	85,000	73,000
Summer Food Program Lunch sites	155,596	120,198	170,000	135,000

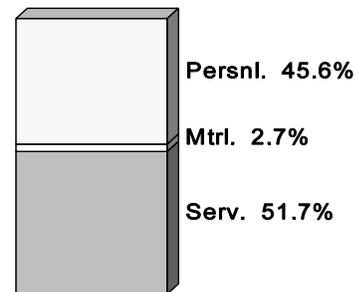
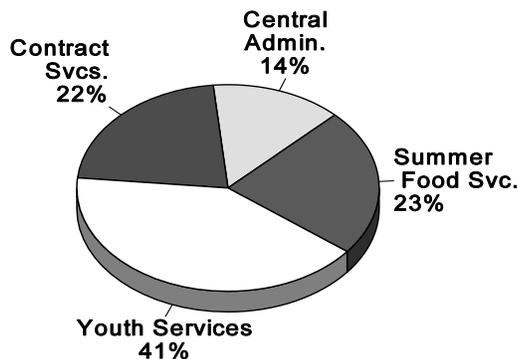
N/A - Not Applicable

DEPARTMENT OF PARKS, RECREATION & HUMAN SERVICES
BUREAU OF HUMAN SERVICES
EXPENDITURE SUMMARY

	Actual <u>2001-02</u>	Estimated <u>2002-03</u>	Amended <u>2002-03</u>	Approved <u>2003-04</u>
Appropriation by Major Object				
Personnel Expenses	913,171	785,000	969,600	839,600
Materials & Supplies	30,510	19,000	24,700	48,600
Services	1,123,647	1,030,300	1,117,700	955,700
Other	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	2,067,328	1,834,300	2,112,000	1,843,900

Appropriation by Activity				
Central Administration	187,832	139,400	216,800	253,800
Contract Services	0	0	0	403,500
Youth Services	0	0	0	763,900
Planning & Community Relations	108,611	113,300	112,800	0
Contract Management	907,119	713,800	859,300	0
Operations	863,766	867,800	923,100	0
Summer Food Service	<u>0</u>	<u>0</u>	<u>0</u>	<u>422,700</u>
Total	2,067,328	1,834,300	2,112,000	1,843,900

Employee Years by Activity				
Central Administration	2.3	1.7	2.7	3.7
Contract Services	0.0	0.0	0.0	4.6
Youth Services	0.0	0.0	0.0	7.9
Planning & Community Relations	1.6	1.7	1.7	0.0
Contract Management	7.5	6.4	6.8	0.0
Operations	9.7	9.6	10.5	0.0
Summer Food Service	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>	<u>1.5</u>
Total	21.1	19.4	21.7	17.7



DEPARTMENT OF PARKS, RECREATION & HUMAN SERVICES
BUREAU OF HUMAN SERVICES
PERSONNEL SUMMARY

FULL TIME POSITIONS				Central Administration	Contract Services	Youth Services	Summer Food Service
Br.	Title	Budget 2002-03	Proposed 2003-04				
33	Manager/Human Services Planning	1	1	1			
28	Manager of Employment & Training	1	0				
24	Associate Employment & Training Coordinator	1	1			0.9	0.1
24	Grants Specialist	1	1	1			
24	Senior Administrative Analyst	1	2	1	1		
20	Senior Employment & Training Coordinator	6	8		3	5	
16	Administrative Assistant	1	1			1	
16	Employment & Training Coordinator	1	1			0.9	0.1
16	Employment Case Coordinator	1	0				
16	Job Readiness Skills Trainer	1	0				
16	Job Readiness Skills Trainer Bilingual	1	0				
11	Secretary Bilingual	1	1	1			
7	Clerk III with Typing	2	1		0.9		0.1
EMPLOYEE YEARS							
Full Time		19.0	17.0	4.0	4.9	7.8	0.3
Overtime		0.3	0.1	0.0	0.0	0.0	0.1
Part Time, Temporary, Seasonal		3.6	1.8	0.0	0.0	0.4	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		21.7	17.7	3.7	4.6	7.9	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>2002-03</u>	Budget <u>2003-04</u>	<u>Change</u>	Percent <u>Change</u>
<u>Main Functions</u>				
Employee Benefits - Current	41,373,500	47,175,100	5,801,600	14.0%
Employee Benefits - Non-Current	14,169,700	16,168,400	1,998,700	14.1%
General Risk Management	1,430,600	969,200	-461,400	-32.3%
Other	<u>4,225,900</u>	<u>2,775,300</u>	<u>-1,450,600</u>	<u>-34.3%</u>
	61,199,700	67,088,000	5,888,300	9.6%
Less: Intrafund Credit*	<u>82,500</u>	<u>79,000</u>	<u>-3,500</u>	<u>-4.2%</u>
Total	61,117,200	67,009,000	5,891,800	9.6%

*Reflects chargeback for Worker's Compensation costs.

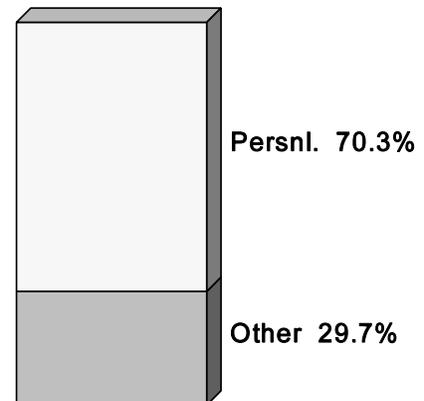
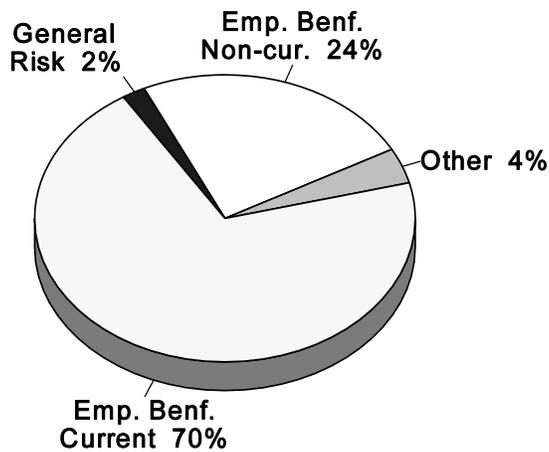
Major Change

Current employee benefits increase primarily due to higher retirement and medical costs	5,801,600
Non-current employee benefits costs increase due to higher retiree medical costs	1,998,700
General risk management costs decrease due to resolution of an assessment case in 2002-03	-461,400
Other expenses decrease; one time allocations for services to the City School District, \$1,200,000, and an anti-drug campaign, \$500,000, do not recur	-1,450,600

UNDISTRIBUTED EXPENSES EXPENDITURE SUMMARY

	Actual <u>2001-02</u>	Estimated <u>2002-03</u>	Amended <u>2002-03</u>	Approved <u>2003-04</u>
Appropriation by Major Object				
Personnel Expenses	35,693,882	39,431,900	41,373,500	47,175,100
Materials & Supplies	0	0	0	0
Services	0	0	0	0
Other	<u>17,216,246</u>	<u>19,972,800</u>	<u>19,826,200</u>	<u>19,912,900</u>
	52,910,128	59,404,700	61,199,700	67,088,000
Less: Intrafund Credit*	<u>66,613</u>	<u>82,500</u>	<u>82,500</u>	<u>79,000</u>
Total	52,843,515	59,322,200	61,117,200	67,009,000
Appropriation by Activity				
Employee Benefits - Current	35,693,882	39,431,900	41,373,500	47,175,100
Employee Benefits - Non-Current	13,113,608	13,609,900	14,169,700	16,168,400
General Risk Management	494,107	950,000	1,430,600	969,200
Other	<u>3,608,531</u>	<u>5,412,900</u>	<u>4,225,900</u>	<u>2,775,300</u>
	52,910,128	59,404,700	61,199,700	67,088,000
Less: Intrafund Credit*	<u>66,613</u>	<u>82,500</u>	<u>82,500</u>	<u>79,000</u>
Total	52,843,515	59,322,200	61,117,200	67,009,000

*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, 2003 to March 31, 2004. The Comptroller determines the contribution rates.

Year-to-Year Comparison

	<u>2002-03</u>	<u>2003-04</u>	<u>Change</u>
Budget	5,476,700	9,472,000	3,995,300

Major Change

Rates increase due to implementation of a plan by the Comptroller to raise rates over two years in order to strengthen the fiscal stability of the Retirement System 3,995,300

SOCIAL SECURITY

Under the provision of Federal law, the City contributes to the Social Security Trust Fund 7.65 percent of the first \$87,000, 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>2002-03</u>	<u>2003-04</u>	<u>Change</u>
Budget	12,544,800	12,650,100	105,300

Major Change

Contributions increase slightly reflecting marginal growth in the wage base 105,300

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.

**UNDISTRIBUTED EXPENSES
EMPLOYEE BENEFITS – CURRENT**

Year-to-Year Comparison

	<u>2002-03</u>	<u>2003-04</u>	<u>Change</u>
Budget	15,649,900	16,683,700	1,033,800

Major Change

Higher contributions due to increased rates	1,713,800
Savings result from a shift to less costly health care plans	-440,000
Savings result from workforce reductions	-240,000

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>2002-03</u>	<u>2003-04</u>	<u>Change</u>
Budget	3,723,100	4,088,700	365,600

Major Change

An inflationary increase is provided for the Plan year starting January 2004	365,600
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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>2002-03</u>	<u>2003-04</u>	<u>Change</u>
Budget	2,615,900	2,827,900	212,000
Less: Intrafund Credit	<u>82,500</u>	<u>79,000</u>	<u>-3,500</u>
	2,533,400	2,748,900	215,500

Major Change

	<u>2002-03</u>	<u>2003-04</u>	<u>Change</u>
Current Year Claims	255,500	276,000	20,500
Administrative Charge	58,900	59,000	100
State Assessments	525,000	435,900	-89,100
Prior Years' Claims	<u>1,776,500</u>	<u>2,057,000</u>	<u>280,500</u>
Total	2,615,900	2,827,900	212,000
Less: Intrafund Credit	<u>82,500</u>	<u>79,000</u>	<u>-3,500</u>
	2,533,400	2,748,900	215,500

**UNDISTRIBUTED EXPENSES
EMPLOYEE BENEFITS – CURRENT**

Chargebacks

<u>Department/Bureau</u>	<u>2002-03</u>	<u>2003-04</u>	<u>Department/Bureau</u>	<u>2002-03</u>	<u>2003-04</u>
COMMUNITY DEVELOPMENT	1,500	1,000	LIBRARY	3,000	3,000
ENVIRONMENTAL SERVICES			PARKS, RECREATION AND HUMAN SERVICES		
Commissioner	1,000	500	Parks & Recreation	31,000	28,000
Architecture & Engineering	500	0	Special Services	<u>5,000</u>	<u>2,000</u>
Operations	145,000	170,000	TOTAL:	36,000	30,000
Water & Lighting	35,000	45,000	UNDISTRIBUTED	12,000	12,000
Equipment Services	<u>9,000</u>	<u>7,000</u>	CITY TOTAL	255,500	276,000
TOTAL:	190,500	222,500	Interfund	173,000	197,000
EMERGENCY COMMUNICATIONS	2,000	3,000	Intrafund	82,500	79,000
POLICE	10,000	4,000	CITY TOTAL	255,500	276,000
FIRE	500	500			

DENTAL INSURANCE

This activity supports dental benefits provided to employees as provided in labor contracts.

Year-to-Year Comparison

	<u>2002-03</u>	<u>2003-04</u>	<u>Change</u>
Budget	1,310,500	1,352,300	41,800

Major Change

Insurance rates increase 41,800

LIFE INSURANCE

The City provides term life insurance for all full time employees.

Year-to-Year Comparison

	<u>2002-03</u>	<u>2003-04</u>	<u>Change</u>
Budget	52,600	100,400	47,800

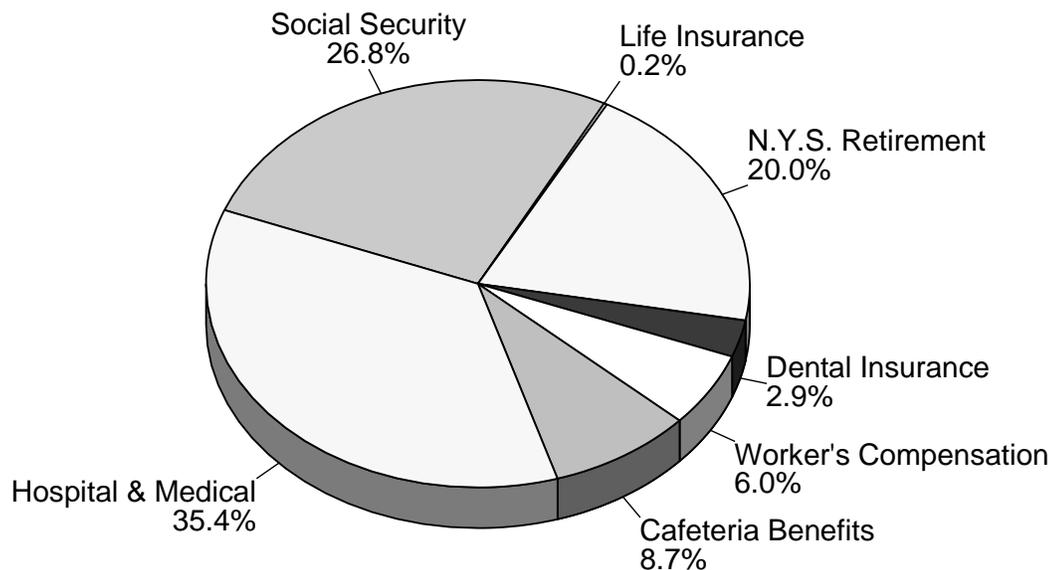
Major Change

An increase is made due to a revised projection base 47,800

**UNDISTRIBUTED EXPENSES
EMPLOYEE BENEFITS – CURRENT
EXPENDITURE SUMMARY**

	Actual <u>2001-02</u>	Estimated <u>2002-03</u>	Amended <u>2002-03</u>	Approved <u>2003-04</u>
Appropriation by Major Object				
Personnel Expenses	35,693,882	39,431,900	41,373,500	47,175,100
Materials & Supplies	0	0	0	0
Services	0	0	0	0
Other	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	35,693,882	39,431,900	41,373,500	47,175,100
Less: Intrafund Credit*	<u>66,613</u>	<u>82,500</u>	<u>82,500</u>	<u>79,000</u>
Total	35,627,269	39,349,400	41,291,000	47,096,100
Appropriation by Activity				
New York State Retirement	1,995,611	4,795,700	5,476,700	9,472,000
Social Security	12,023,431	12,252,100	12,544,800	12,650,100
Hospital and Medical	13,514,283	14,604,800	15,649,900	16,683,700
Cafeteria Benefits Plan	3,213,728	3,609,600	3,723,100	4,088,700
Worker's Compensation	3,650,783	2,797,400	2,615,900	2,827,900
Dental Insurance	1,240,477	1,271,900	1,310,500	1,352,300
Life Insurance	<u>55,569</u>	<u>100,400</u>	<u>52,600</u>	<u>100,400</u>
	35,693,882	39,431,900	41,373,500	47,175,100
Less: Intrafund Credit*	<u>66,613</u>	<u>82,500</u>	<u>82,500</u>	<u>79,000</u>
Total	35,627,269	39,349,400	41,291,000	47,096,100

*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>2002-03</u>	<u>2003-04</u>	<u>Change</u>
Budget	2,339,800	2,333,600	-6,200

Major Change

The cost of the closed pension plan decreases due to decline in the number of members	-33,100
An adjustment is made for disabled firefighters based on need	26,900

HOSPITAL & MEDICAL INSURANCE

The City provides hospital and medical benefits to eligible retirees.

Year-to-Year Comparison

	<u>2002-03</u>	<u>2003-04</u>	<u>Change</u>
Budget	11,351,800	13,268,200	1,916,400

Major Change

Insurance rates increase	1,916,400
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DENTAL INSURANCE

Firefighters retiring after November 1, 1980 are eligible for dental insurance coverage.

Year-to-Year Comparison

	<u>2002-03</u>	<u>2003-04</u>	<u>Change</u>
Budget	120,000	126,000	6,000

Major Change

An increase is made based on projected usage	6,000
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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>2002-03</u>	<u>2003-04</u>	<u>Change</u>
Budget	43,500	43,500	0

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

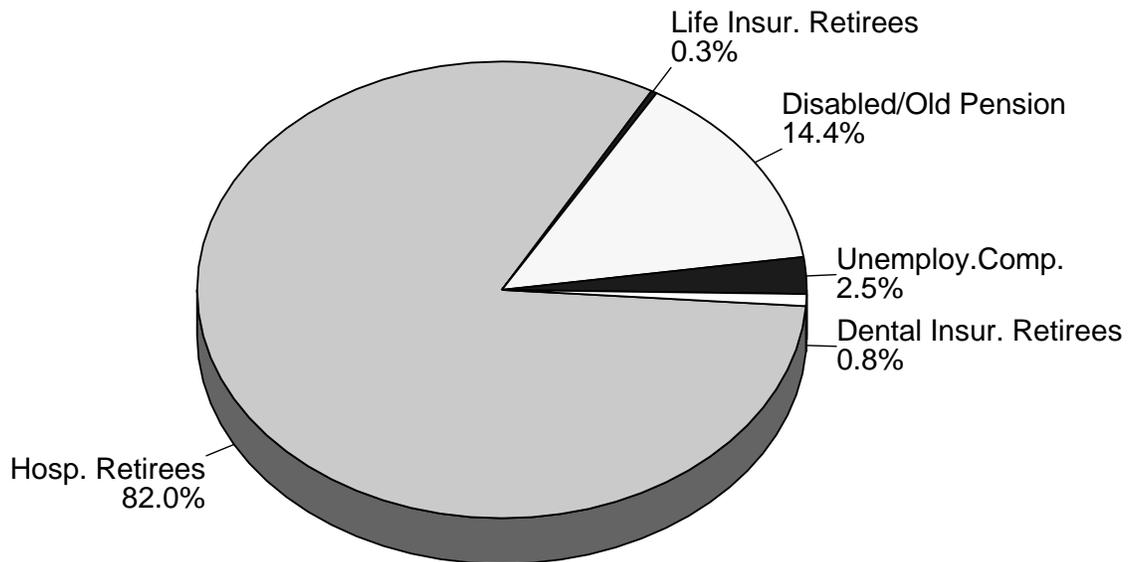
	<u>2002-03</u>	<u>2003-04</u>	<u>Change</u>
Budget	314,600	397,100	82,500

Major Change

Higher claims activity is projected due to workforce adjustments	82,500
--	--------

UNDISTRIBUTED EXPENSES
EMPLOYEE BENEFITS – NON-CURRENT
EXPENDITURE SUMMARY

	<u>Actual</u> <u>2001-02</u>	<u>Estimated</u> <u>2002-03</u>	<u>Amended</u> <u>2002-03</u>	<u>Approved</u> <u>2003-04</u>
Appropriation by Major Object				
Personnel Expenses	0	0	0	0
Materials & Supplies	0	0	0	0
Services	0	0	0	0
Other	<u>13,113,608</u>	<u>13,609,900</u>	<u>14,169,700</u>	<u>16,168,400</u>
Total	13,113,608	13,609,900	14,169,700	16,168,400
Appropriation by Activity				
Disabled/Old Pension	2,173,611	2,193,600	2,339,800	2,333,600
Hospital and Medical - Retirees	10,489,218	10,918,100	11,351,800	13,268,200
Dental Insurance - Retirees	121,206	124,300	120,000	126,000
Life Insurance - Retirees	67,627	43,500	43,500	43,500
Unemployment Compensation	<u>261,946</u>	<u>330,400</u>	<u>314,600</u>	<u>397,100</u>
Total	13,113,608	13,609,900	14,169,700	16,168,400



**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>2002-03</u>	<u>2003-04</u>	<u>Change</u>
Budget	717,600	869,200	151,600

Major Change

<u>Cost Components</u>	<u>2002-03</u>	<u>2003-04</u>	<u>Change</u>
Administrative Charge	72,700	76,400	3,700
Insurance Premium - Major Claims	109,600	242,000	132,400
Contribution to the Insurance Reserve	<u>535,300</u>	<u>550,800</u>	<u>15,500</u>
	717,600	869,200	151,600

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

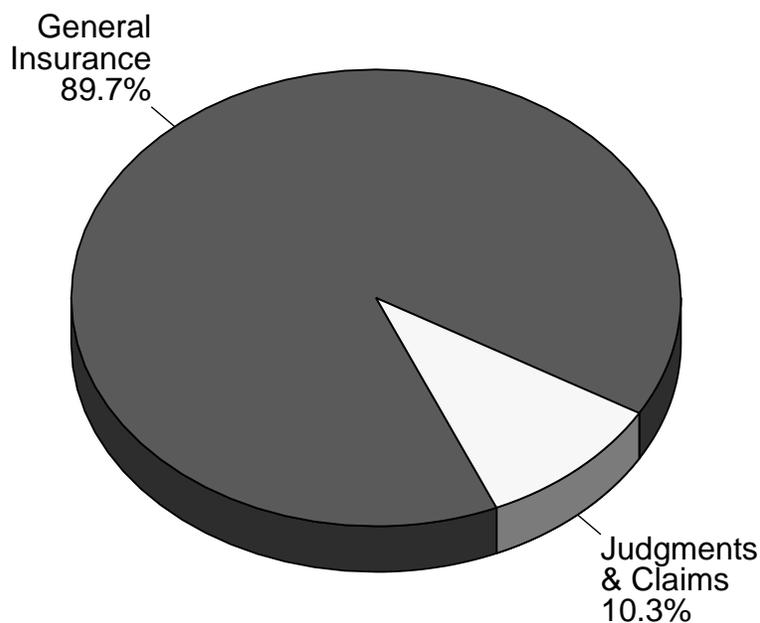
	<u>2002-03</u>	<u>2003-04</u>	<u>Change</u>
Budget	713,000	100,000	-613,000

Major Change

A one-time allowance for an assessment challenge does not recur	-613,000
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UNDISTRIBUTED EXPENSES
GENERAL RISK MANAGEMENT
EXPENDITURE SUMMARY

	<u>Actual</u> <u>2001-02</u>	<u>Estimated</u> <u>2002-03</u>	<u>Amended</u> <u>2002-03</u>	<u>Approved</u> <u>2003-04</u>
Appropriation by Major Object				
Personnel Expenses	0	0	0	0
Materials & Supplies	0	0	0	0
Services	0	0	0	0
Other	<u>494,107</u>	<u>950,000</u>	<u>1,430,600</u>	<u>969,200</u>
Total	494,107	950,000	1,430,600	969,200
Appropriation by Activity				
General Insurance	494,107	850,000	717,600	869,200
Judgments and Claims	<u>0</u>	<u>100,000</u>	<u>713,000</u>	<u>100,000</u>
Total	494,107	950,000	1,430,600	969,200



**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. Also, payments are made to Monroe County for services provided to City Court facilities.

Year-to-Year Comparison

	<u>2002-03</u>	<u>2003-04</u>	<u>Change</u>
Budget	665,100	921,100	256,000

Major Change

Pure Waters charges are increased based on projected need	166,000
Funds are added for services provided to City Court facilities	90,000

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>2002-03</u>	<u>2003-04</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>2002-03</u>	<u>2003-04</u>	<u>Change</u>
Budget	178,300	181,100	2,800

Major Change

An inflationary adjustment is provided	2,800
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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>2002-03</u>	<u>2003-04</u>	<u>Change</u>
Budget	400,000	400,000	0

TITLE REPORTS

This activity includes agreements with companies that search titles of properties in foreclosure actions and issue title reports.

UNDISTRIBUTED EXPENSES
OTHER

Year-to-Year Comparison

	<u>2002-03</u>	<u>2003-04</u>	<u>Change</u>
Budget	173,400	173,400	0

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>2002-03</u>	<u>2003-04</u>	<u>Change</u>
Budget	100,000	100,000	0

SERVICES TO THE CITY SCHOOL DISTRICT – R2010 Campaign #2 Educational Excellence

This activity provided a one-time allocation for services to the City School District.

Year-to-Year Comparison

	<u>2002-03</u>	<u>2003-04</u>	<u>Change</u>
Budget	1,200,000	0	-1,200,000

Major Change

The allocation for services does not recur. The 2002-03 allocation for services is anticipated to be reserved. -1,200,000

ANTI-DRUG CAMPAIGN – R2010 Campaign #3 Health, Safety & Responsibility

This activity provided resources for a one-time anti-drug initiative.

Year-to-Year Comparison

	<u>2002-03</u>	<u>2003-04</u>	<u>Change</u>
Budget	500,000	0	-500,000

Major Change

The allocation for an anti-drug initiative does not recur. The 2002-03 allocation for the anti-drug initiative is anticipated to be reserved. -500,000

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>2002-03</u>	<u>2003-04</u>	<u>Change</u>
Budget	858,600	849,200	-9,400

Major Change

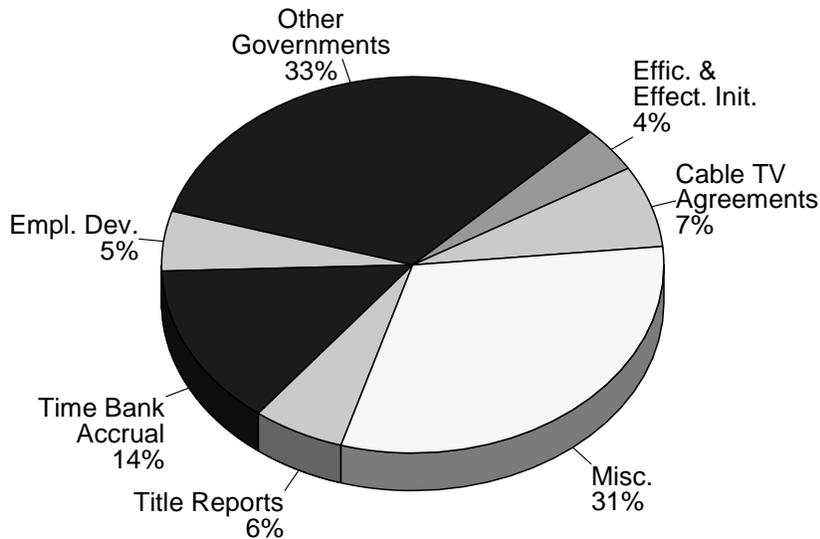
Net of all adjustments

-9,400

**UNDISTRIBUTED EXPENSES
OTHER
EXPENDITURE SUMMARY**

	<u>Actual</u> <u>2001-02</u>	<u>Estimated</u> <u>2002-03</u>	<u>Amended</u> <u>2002-03</u>	<u>Approved</u> <u>2003-04</u>
Appropriation by Major Object				
Personnel Expenses	0	0	0	0
Materials & Supplies	0	0	0	0
Services	0	0	0	0
Other	<u>3,608,531</u>	<u>5,412,900</u>	<u>4,225,900</u>	<u>2,775,300</u>
Total	3,608,531	5,412,900	4,225,900	2,775,300

Appropriation by Activity				
Payments to Other Governments	974,869	1,285,200	665,100	921,100
Employee Development	188,596	215,000	150,500	150,500
Cable TV Agreements	217,778	165,000	178,300	181,100
Time Bank Accrual	81,588	400,000	400,000	400,000
Title Reports	173,400	173,400	173,400	173,400
Efficiency & Effectiveness Initiatives	150,000	100,000	100,000	100,000
Job Development	212,700	0	0	0
Services to the City School District	0	1,200,000	1,200,000	0
Anti-Drug Enforcement Campaign	0	500,000	500,000	0
Miscellaneous	<u>1,609,600</u>	<u>1,374,300</u>	<u>858,600</u>	<u>849,200</u>
Total	3,608,531	5,412,900	4,225,900	2,775,300



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 2002-03</u>	<u>Budget 2003-04</u>	<u>Change</u>	<u>Percent Change</u>
Budget	1,425,700	3,844,800	2,419,100	169.7%

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 2,507,900

As amended by City Council:

Funds were transferred from Contingency to: -88,800

- Environmental Services for restoration of Park Patrol Services
- Parks, Recreation & Human Services for the Edgerton Train Room, above ground pools, Wordcrafters program, and Parenting Education
- City Council & Clerk for election inspector compensation increase and Center City revitalization

**CONTINGENCY
EXPENDITURE SUMMARY**

	<u>Actual</u> <u>2001-02</u>	<u>Estimated</u> <u>2002-03</u>	<u>Amended</u> <u>2002-03</u>	<u>Approved</u> <u>2003-04</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>1,425,700</u>	<u>1,425,700</u>	<u>3,844,800</u>
Total	0	1,425,700	1,425,700	3,844,800
Appropriation by Activity				
General Contingency*	0	1,425,700	1,425,700	3,844,800

*Reflects remaining contingency after amendments. The original 2001-02 contingency was \$5,485,700; in 2002-03 it was \$7,601,700.

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</u> <u>2002-03</u>	<u>Budget</u> <u>2003-04</u>	<u>Change</u>	<u>Percent</u> <u>Change</u>
Cash Capital	21,058,100	21,518,000	459,900	2.2%
Debt Service	<u>34,615,400</u>	<u>33,886,200</u>	<u>-729,200</u>	-2.1%
Total	55,673,500	55,404,200	-269,300	-0.5%

Major Change CASH CAPITAL

New Projects:

- Expansion and improvement of the City's data communication network 500,000
- Technology initiatives anticipated to result in future operational efficiencies and improved effectiveness 250,000

Changes in Existing Projects from 2002-03:

- Port construction and amenities allocations increase due to scheduling and funding shifts 1,200,000
- Local Works Motor Equipment increases as planned, primarily due to the replacement of specialized plowing and leaf collection equipment 775,000
- Refuse Motor Equipment increases as planned, primarily due to the replacement of eleven recycling trucks 766,000
- Challenged Streets allocation is reduced as previously appropriated funds are available to continue the 2003-04 portion of this program -550,000
- Refuse Small Equipment allocation decreases, primarily due lower than projected costs for the Toter Replacement Program -515,000
- Market Rate Housing allocation replenishes funds for these initiatives 500,000
- The annual allocation for vehicles used by the Rochester Police Department increases. Although this increase is 47% of the planned amount, the Rochester Police Department continues to meet its replacement needs, primarily due to the lower replacement costs of new police vehicles. 437,000
- Two major pieces of fire fighting apparatus, planned for replacement in 2003-04, will not require replacement in 2003-04 -400,000
- Trails Program funding is suspended in 2003-04 but program activity will continue with previously appropriated funds -250,000

CASH CAPITAL*Changes in Existing Projects from 2002-03 (cont.):*

- Street Treatment funding is reduced, but sufficient funds are available to support the program at planned levels through 2003-04 -200,000
- Norton Street funding declines as the project is delayed one year until 2005-06 due to cuts in the Monroe County Capital Improvement Program -114,000

Projects or Project elements that will not recur :

- Funding is complete for the planning phase of Atlantic Avenue (Culver Road to Winton Road). Construction is scheduled for 2004-05 -612,000
- Initial purchase of operations management and analysis software for the Rochester Fire Department was completed in 2002-03 -247,000
- Funding is complete for new Bomb Disposal equipment for use by the Rochester Police Department -194,000
- Reconstruction of the Ice Floor and piping at the War Memorial is complete -187,000
- Funding is complete for a one-year window replacement program for Fire Houses -150,000
- A two-year emergency planning and training grant which provided equipment to the Rochester Fire Department concluded in 2002-03 -140,000

Purchasing Power Parity Increments:

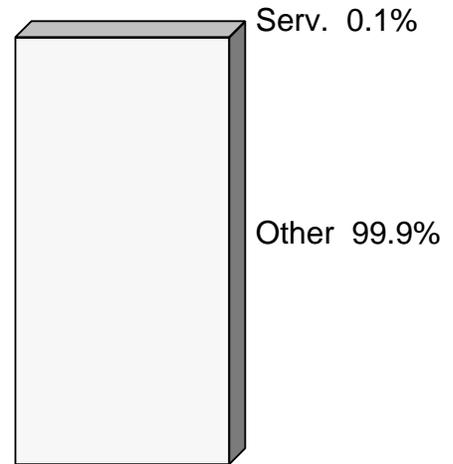
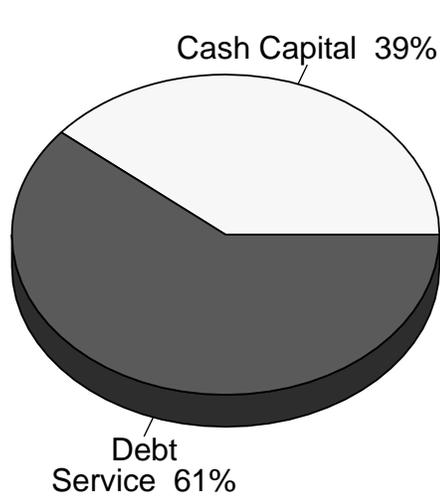
- Hazardous Sidewalk Replacement 30,000
- Water Main Cleaning and Lining 20,000
- Tree Maintenance 6,000

DEBT SERVICE

Expenditures decrease in accordance with debt repayment schedules -729,200

CAPITAL EXPENSE EXPENDITURE SUMMARY

	<u>Actual</u> <u>2001-02</u>	<u>Estimated</u> <u>2002-03</u>	<u>Amended</u> <u>2002-03</u>	<u>Approved</u> <u>2003-04</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>57,903,300</u>	<u>55,634,100</u>	<u>55,634,100</u>	<u>55,364,800</u>
Total	57,942,700	55,673,500	55,673,500	55,404,200
Appropriation by Activity				
Cash Capital	20,800,500	21,058,100	21,058,100	21,518,000
Debt Service	<u>37,142,200</u>	<u>34,615,400</u>	<u>34,615,400</u>	<u>33,886,200</u>
Total	57,942,700	55,673,500	55,673,500	55,404,200



**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>2002-03</u>	<u>2003-04</u>	<u>Change</u>
3,505,000	2,916,000	-589,000

Major Change

Changes in Existing Projects from 2002-03:

- | | |
|---|----------|
| ● Broad Street (Brown Street to Lyell Avenue) will be reconstructed, as planned | 373,000 |
| ● Existing allocations allow a reduction in expense for future street project planning | -359,000 |
| ● Jefferson Avenue (West Main Street to Brown Street), planned for reconstruction in 2004-05, has been expanded to include Brown Street (Kensington Street to Jefferson Avenue); a increased expense for planning results | 290,000 |
| ● Residential Street Reconstruction is curtailed by budget constraints and a 23% reduction in total funding from all sources results | -267,000 |
| ● Street Treatment funding is reduced but sufficient funds are available to support the program at planned levels through 2003-04 | -200,000 |
| ● West Ridge Road construction expenses increase, as planned | 146,000 |
| ● Norton Street funding declines as the project is delayed one year until 2005-06 due to cuts in the Monroe County Capital Improvement Program | -114,000 |
| ● Milling, resurfacing, and curb replacement, are curtailed by budget constraints and a 24% reduction in total funding from all sources results | -13,000 |
| ● Lexington Avenue (Mt Read Boulevard to Dewey Avenue) will be reconstructed in 2003-04. The total cost of the project is \$5.5 million | 5,000 |
| ● Broad Street Subway Tunnel rehabilitation is delayed one year until 2004-05; a small allocation for planning provided in 2003-04 is not repeated | -2,000 |

Projects or Project Elements that will not recur:

- | | |
|---|----------|
| ● Funding is complete for the planning phase of Atlantic Avenue (Culver Road to Winton Road); construction is scheduled for 2004-05 | -612,000 |
| ● A one-time grant for the Mt Read Boulevard Bridge rehabilitation program concludes | -150,000 |
| ● Funding is complete for Columbia Avenue (Reynolds Street to Genesee Street), scheduled for construction in 2002-03 | -149,000 |

Purchasing Power Parity Increments

- Hazardous Sidewalk Replacement 30,000
- Bridge Rehabilitation 7,000

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>2002-03</u>	<u>2003-04</u>	<u>Change</u>
	1,964,000	2,518,000	554,000

Major Change

Changes in Existing Projects from 2002-03:

- A planned study of the city's reservoir system will take place as well as physical improvements at the reservoirs and the apparatus that operate them 445,000
- Scheduled maintenance and replacement of equipment at the Water Filtration Plant increases expense, as planned 90,000
- Expense for the ongoing acquisition of land and easements in the watershed is reduced, as planned -10,000

Purchasing Power Parity Increments:

- Water Main Cleaning and Lining 20,000
- Hydrant and Valve Replacement 6,000
- Water Meter Maintenance 2,000
- Conduit and valve rehabilitation 1,000

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>2002-03</u>	<u>2003-04</u>	<u>Change</u>
	2,949,000	2,137,000	-812,000

Major Change

Changes in Existing Projects from 2002-03:

- The annual allocation for vehicles used by the Rochester Police Department increases. Although this increase is 47% of the planned amount, RPD continues to meet its replacement needs, primarily due to the lower replacement costs of new police vehicles 437,000
- Two major pieces of fire fighting apparatus, planned for replacement in 2003-04, will not require replacement in 2003-04 -400,000
- Renovations at the Emergency Communications Center will require \$688,000 in debt during 2003-04, but the cash capital requirement decreases -125,000
- Project UPLIFT, a street lighting initiative, is reduced by 10% due to budget constraints -6,000

**CAPITAL EXPENSE
CASH CAPITAL**

Projects or Project Elements that will not recur:

- Initial purchase of operations management and analysis software for the Rochester Fire Department was completed in 2002-03 -247,000
- Funding is complete for new Bomb Disposal equipment for use by the Rochester Police Department -194,000
- Funding is complete for a one-year window replacement program for Fire Houses -150,000
- A two-year emergency planning and training grant which provided equipment to the Rochester Fire Department concluded in 2002-03 -140,000
- A grant to improve facilities at the Animal Control facility concludes -10,000

Purchasing Power Parity Increments:

- Turnout gear for the Rochester Fire Department 2,000
- Small Equipment purchases for the Rochester Police Department 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>2002-03</u>	<u>2003-04</u>	<u>Change</u>
2,296,000	1,609,000	-687,000

Major Change

Changes in Existing Projects from 2002-03:

- Trails Program funding is suspended in 2003-04 but program activity will continue with previously appropriated funds -250,000
- The Charles Carroll Park/Crossroad Garage project receives planning funds, as scheduled. 200,000
- General Rehabilitation and Renovation of Parks and Recreation facilities is reduced but additional funds are available from other sources -150,000
- Motor Equipment for Parks and Recreation is reduced as a result of both planned program changes and budget constraints -131,000
- Library materials allocation decreases due to modifications in spending plan for 2003-04 -46,000
- War Memorial allocation increases, as planned 30,000

Projects or Project Elements that will not recur:

- Reconstruction of the Ice Floor and piping at the War Memorial is complete -187,000
- A one-time grant for Turning Point Park received in 2002-03 -100,000
- Funding for a Masoleum Feasibility Study at Riverside Cemetery. Further action follows a forthcoming review of that study -35,000
- A one-time grant for the Public Market received in 2002-03 -25,000

Purchasing Power Parity Increments:

- Public Market Annual Allocation 2,000
- Parks and Recreation Small Equipment Annual Allocation 2,000
- Rundel Building Maintenance (HVAC) Annual Allocation 2,000
- Cemetery Repair and Rehabilitation Annual Allocation 1,000

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>2002-03</u>	<u>2003-04</u>	<u>Change</u>
	4,067,000	5,353,000	1,286,000

Major Change

Changes in Existing Projects from 2002-03:

- Port Construction and amenities allocation increases due to scheduling and funding shifts 1,200,000
- Challenged Streets allocation is reduced as previously appropriated funds are available to continue the 2003-04 portion of this program -550,000
- Market Rate Housing allocation is replenished for these initiatives 500,000
- Downtown Housing allocation increases in support of market rate projects in the Center City 215,000
- Municipal Garage repairs increases but below planned levels 19,000

Projects or Project Elements that will not recur:

- Funds for the East End project -100,000

Purchasing Power Parity Increments:

- Parking Meters and equipment replacement 1,000
- Downtown Streetscape 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>2002-03</u>	<u>2003-04</u>	<u>Change</u>
	6,277,100	6,985,000	707,900

**CAPITAL EXPENSE
CASH CAPITAL**

Major Change
New Projects:

- Expansion and improvement of the City's data communication network 500,000
- Technology initiatives that result in near term operational efficiencies and improved effectiveness 250,000

Changes in Existing Projects from 2002-03:

- Local Works Motor Equipment as planned, primarily due to the replacement of specialized plowing and leaf collection equipment 775,000
- Refuse Motor Equipment as planned, primarily due to the replacement of eleven recycling trucks 766,000
- Refuse Small Equipment, primarily due lower than projected costs for the Toter Replacment Program -515,000
- Water Bureau Motor Equipment as the condition of its fleet allows a year without expense for replacment -426,000
- Hazardous Waste Remediation cash capital allocation decreases, although the overall allocation, including debt, nets an increase in the category -159,000
- Environmental Services Motor Equipment acquisitions declines, as plans are updated -126,000
- Environmental Services, Mt Read Boulevard facilities maintenance and repair funding is eliminated in 2003-04 due to budget constraints -102,000
- Office Automation funding declines although overall technology funding increases. -100,000
- General repair and rehabilitation of city owned buildings is reduced due to budget expense. The allocation from all sources is 58% of the planned amount -84,000
- Office Equipment city-wide increases after a year of no funding in 2002-03 46,000
- Water Bureau Small Equipment increases, as planned 46,000
- Community Development motor vehicle replacment increases, as planned 36,000
- Municipal Parking motor vehicles replacement increases, as planned 25,000
- City Hall Annual Allocation for building maintenance increases, as planned 19,000
- Environmental Services Small Equipment for General Fund supported acquisitions declines, as planned -3,000

Projects or Project Elements that will nor recur:

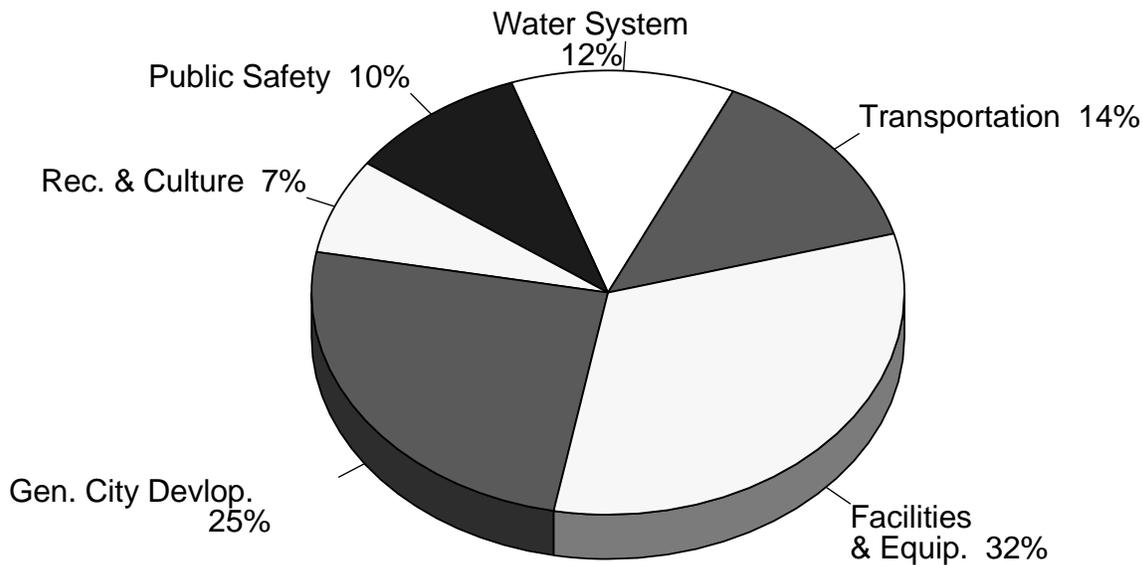
- One-time funding for vehicle exhaust venting at Fire Houses -144,000
- A one-time grant for alternative fuel vehicles -73,100
- One-time funding for defribillation equipment -30,000

Purchasing Power Parity Increments:

- Tree Maintenance 6,000
- Municipal Parking Small Equipment 1,000

**CAPITAL EXPENSE
CASH CAPITAL
EXPENDITURE SUMMARY**

	Actual <u>2001-02</u>	Estimated <u>2002-03</u>	Amended <u>2002-03</u>	Approved <u>2003-04</u>
Appropriation by Major Object				
Personnel Expenses	0	0	0	0
Materials & Supplies	0	0	0	0
Services	0	0	0	0
Other	<u>20,800,500</u>	<u>21,058,100</u>	<u>21,058,100</u>	<u>21,518,000</u>
Total	20,800,500	21,058,100	21,058,100	21,518,000
Appropriation by Activity				
Transportation	6,047,000	3,505,000	3,505,000	2,916,000
Water System	1,714,000	1,964,000	1,964,000	2,518,000
Public Safety	1,359,500	2,949,000	2,949,000	2,137,000
Recreation & Culture	1,657,000	2,296,000	2,296,000	1,609,000
General City Development	4,169,000	4,067,000	4,067,000	5,353,000
Facilities & Equipment	<u>5,854,000</u>	<u>6,277,100</u>	<u>6,277,100</u>	<u>6,985,000</u>
Total	20,800,500	21,058,100	21,058,100	21,518,000



**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>2002-03</u>	<u>2003-04</u>	<u>Change</u>
Serial Bonds & Tax Repayment Fund	21,313,500	20,428,500	-885,000
Bond Anticipation Notes	<u>4,726,000</u>	<u>6,159,000</u>	<u>1,433,000</u>
Total	26,039,500	26,587,500	548,000

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>2002-03</u>	<u>2003-04</u>	<u>Change</u>
Serial Bonds & Tax Repayment Fund	6,864,900	5,840,000	-1,024,900
Bond Anticipation Notes	<u>1,711,000</u>	<u>1,458,700</u>	<u>-252,300</u>
Total	8,575,900	7,298,700	-1,277,200

The following table illustrates the actual rates on borrowing contracted by the City during 2002-03. 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>
October, 2002	BAN	2.25
October, 2002	RAN	2.75
March, 2003	BAN	2.00

CAPITAL EXPENSE
DEBT SERVICE

15-11

Statement of Indebtedness - June 30, 2003

<u>Category</u>	<u>Bonds</u>	<u>Notes</u>	<u>Total</u>
General	78,826,315	55,266,600	134,092,915
Sewer*	6,890,000	2,597,000	9,487,000
Water	24,713,685	9,926,900	34,640,585
School	<u>77,759,110</u>	<u>79,804,500</u>	<u>157,563,610</u>
	188,189,110	147,595,000	335,784,110
Less:			
Items not subject to Constitutional Limit:			
-Sewer (partial)			3,195,000
-Water			34,546,900
Constitutional Debt			298,042,210
Constitutional Debt Limit			<u>428,590,644</u>
(equal to 9% of the most recent five year average full assessed value)			
Debt Contracting Margin			130,548,434

*\$3,455,000 to be reimbursed by Monroe County Pure Waters

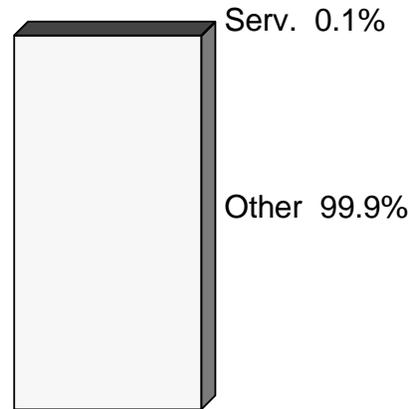
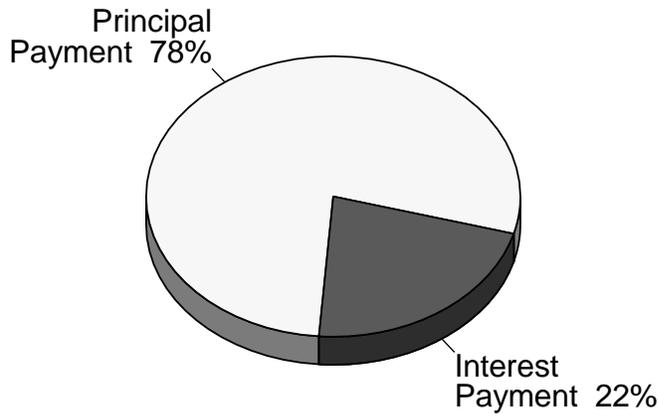
CAPITAL EXPENSE
DEBT SERVICE

BOND DEBT MATURITIES (Principal, All Funds)
JUNE 30, 2003

<u>Fiscal Year</u>	<u>City</u>	<u>School</u>	<u>Total</u>
2003-04	18,425,000	14,786,988	32,211,988
2004-05	16,680,000	12,489,887	29,169,887
2005-06	14,025,000	7,237,887	21,262,887
2006-07	9,815,000	7,204,225	17,019,225
2007-08	7,060,000	5,272,493	12,332,493
2008-09	5,675,000	4,771,075	10,446,075
2009-10	4,675,000	3,381,393	8,056,393
2010-11	3,755,000	2,651,392	6,406,392
2011-12	3,015,000	2,623,370	5,638,370
2012-13	2,675,000	2,016,400	4,691,400
2013-14	2,260,000	1,805,000	4,065,000
2014-15	2,115,000	1,893,000	4,008,000
2015-16	1,935,000	1,900,000	3,835,000
2016-17	1,930,000	1,559,000	3,489,000
2017-18	1,870,000	1,391,000	3,261,000
2018-19	1,870,000	1,469,000	3,339,000
2019-20	1,870,000	1,022,000	2,892,000
2020-21	1,875,000	890,000	2,765,000
2021-22	1,865,000	940,000	2,805,000
2022-23	1,855,000	985,000	2,840,000
2023-24	1,550,000	1,035,000	2,585,000
2024-25	1,520,000	435,000	1,955,000
2025-26	1,030,000		1,030,000
2026-27	905,000		905,000
2027-28	180,000		180,000
2028-29			
TOTAL	<u>110,430,000</u>	<u>77,759,110</u>	<u>188,189,110</u>

**CAPITAL EXPENSE
DEBT SERVICE
EXPENDITURE SUMMARY**

	<u>Actual 2001-02</u>	<u>Estimated 2002-03</u>	<u>Amended 2002-03</u>	<u>Approved 2003-04</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>37,102,800</u>	<u>34,576,000</u>	<u>34,576,000</u>	<u>33,846,800</u>
Total	<u>37,142,200</u>	<u>34,615,400</u>	<u>34,615,400</u>	<u>33,886,200</u>
Appropriation by Activity				
Principal Payment	26,421,400	26,039,500	26,039,500	26,587,500
Interest Payment	<u>10,720,800</u>	<u>8,575,900</u>	<u>8,575,900</u>	<u>7,298,700</u>
Total	<u>37,142,200</u>	<u>34,615,400</u>	<u>34,615,400</u>	<u>33,886,200</u>





Capital Improvement Program

2003–04 through 2007–08
City of Rochester, New York
July 1, 2003

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)
Nancy K. Griswold (At-Large)
Tim O. Mains (At-Large)
Wade S. Norwood (At-Large)
Robert J. Stevenson (Northwest District)
Tony M. Thompson (South 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

2003-04 TO 2007-08 CAPITAL IMPROVEMENT PROGRAM

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2003-04 TO 2007-08 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 2004-08		SUMMARY BY FUNDING SOURCE (000s)				
CAPITAL IMPROVEMENT PROGRAM	2003-04	2004-05	2005-06	2006-07	2007-08	Total
Monroe County Traffic	447	339	386	368	171	1,711
Federal	16,237	21,875	6,552	0	0	44,664
General Debt	15,807	21,793	18,263	20,489	14,005	90,357
Library Debt	0	800	800	0	0	1,600
Monroe County	0	0	2,108	2,573	2,200	6,881
New York State	3,511	2,505	945	0	0	6,961
Parking Debt	5,200	4,000	0	0	0	9,200
Public Market Debt	0	300	300	0	0	600
Private	0	0	1,000	0	0	1,000
Pure Waters	443	641	1,448	1,506	987	5,025
Water Debt	6,941	6,120	6,616	7,007	6,195	32,879
General Cash Capital	12,421	18,388	20,467	20,785	19,851	91,912
Cemetery Cash Capital	196	190	206	222	238	1,052
Library Cash Capital	481	869	560	571	588	3,069
Local Works Cash Capital	1,926	2,005	3,293	1,487	3,797	12,508
Parking Cash Capital	659	644	693	716	707	3,419
Public Market Cash Capital	22	23	25	27	29	126
Refuse Cash Capital	2,530	1,394	3,892	4,225	2,891	14,932
Water Cash Capital	2,689	3,329	2,524	2,431	2,511	13,484
War Memorial Cash Capital	147	120	124	127	129	647
<i>Grand Total</i>	<i>69,657</i>	<i>85,335</i>	<i>70,202</i>	<i>62,534</i>	<i>54,299</i>	<i>342,027</i>

**FY 2004-08
CAPITAL IMPROVEMENT
PROGRAM**

Category Summary

		<u>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>TOTAL</u>
Facilities and Equipment							
General Cash Capital		3,256	4,360	4,525	4,094	5,639	21,874
General Debt		1,865	950	3,200	10,150	1,000	17,165
Local Works Cash Capital		994	1,045	2,304	468	2,747	7,558
Parking Cash Capital		114	90	121	126	100	551
Refuse Cash Capital		2,530	1,394	3,892	4,225	2,891	14,932
Water Cash Capital		91	727	477	642	534	2,471
Facilities and Equipment	Total	8,850	8,566	14,519	19,705	12,911	64,551
General City Development							
Federal		0	8,515	1,512	0	0	10,027
General Cash Capital		5,008	5,674	6,285	6,188	5,141	28,296
General Debt		5,670	13,083	4,300	300	2,100	25,453
Parking Cash Capital		345	554	572	590	607	2,668
Parking Debt		5,000	0	0	0	0	5,000
General City Development	Total	16,023	27,826	12,669	7,078	7,848	71,444
Public Safety							
General Cash Capital		2,137	4,045	4,568	5,456	6,399	22,605
General Debt		1,521	0	0	0	0	1,521
Public Safety	Total	3,658	4,045	4,568	5,456	6,399	24,126

Category Summary 2004-08 CIP

	<u>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>TOTAL</u>	
Recreation and Culture							
Cemetery Cash Capital	196	190	206	222	238	1,052	
General Cash Capital	563	884	906	928	975	4,256	
General Debt	837	2,150	3,550	3,750	3,750	14,037	
Library Cash Capital	481	869	560	571	588	3,069	
Library Debt	0	800	800	0	0	1,600	
Parking Cash Capital	200	0	0	0	0	200	
Parking Debt	0	4,000	0	0	0	4,000	
Private	0	0	1,000	0	0	1,000	
Public Market Cash Capital	22	23	25	27	29	126	
Public Market Debt	0	300	300	0	0	600	
War Memorial Cash Capital	147	120	124	127	129	647	
Recreation and Culture	Total	2,446	9,336	7,471	5,625	5,709	30,587
Transportation							
Federal	16,237	13,360	5,040	0	0	34,637	
General Cash Capital	1,457	3,425	4,183	4,119	1,697	14,881	
General Debt	5,914	5,610	7,213	6,289	7,155	32,181	
Local Works Cash Capital	932	960	989	1,019	1,050	4,950	
Monroe County	0	0	2,108	2,573	2,200	6,881	
Monroe County Traffic	447	339	386	368	171	1,711	
New York State	3,511	2,505	945	0	0	6,961	
Pure Waters	443	641	1,448	1,506	987	5,025	
Water Cash Capital	80	124	172	83	224	683	
Water Debt	1,621	2,810	3,177	3,457	2,589	13,654	
Transportation	Total	30,642	29,774	25,661	19,414	16,073	121,564

Category Summary 2004-08 CIP		<u>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>TOTAL</u>
Water System							
Parking Debt		200	0	0	0	0	200
Water Cash Capital		2,518	2,478	1,875	1,706	1,753	10,330
Water Debt		5,320	3,310	3,439	3,550	3,606	19,225
Water System	Total	8,038	5,788	5,314	5,256	5,359	29,755
	Grand Total	69,657	85,335	70,202	62,534	54,299	342,027

**FY 2004-08
CAPITAL IMPROVEMENT
PROGRAM**

Department Summary

		<u>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>TOTAL</u>
Administration							
General Cash Capital		17	17	17	17	17	85
Administration	Total	17	17	17	17	17	85
Community Development							
General Cash Capital		2,496	2,960	3,410	3,860	4,310	17,036
Community Development	Total	2,496	2,960	3,410	3,860	4,310	17,036
Economic Development							
General Cash Capital		800	1,200	1,400	1,600	0	5,000
General Debt		0	0	0	0	1,800	1,800
Parking Cash Capital		634	644	666	686	707	3,337
Parking Debt		5,200	4,000	0	0	0	9,200
Economic Development	Total	6,634	5,844	2,066	2,286	2,507	19,337
Emergency Communications Department							
General Cash Capital		42	85	110	30	30	297
General Debt		688	0	0	0	0	688
Emergency Communications	Total	730	85	110	30	30	985

Department Summary 2004-08 CIP		<u>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>TOTAL</u>
Environmental Services							
Federal		16,237	16,675	5,040	0	0	37,952
General Cash Capital		3,726	8,602	9,314	8,055	7,128	36,825
General Debt		8,079	6,943	10,413	16,739	8,455	50,629
Local Works Cash Capital		1,926	2,005	3,293	1,487	3,797	12,508
Monroe County		0	0	2,108	2,573	2,200	6,881
Monroe County Traffic		447	339	386	368	171	1,711
New York State		3,511	2,505	945	0	0	6,961
Parking Cash Capital		25	0	27	30	0	82
Pure Waters		443	641	1,448	1,506	987	5,025
Refuse Cash Capital		2,530	1,394	3,892	4,225	2,891	14,932
Water Cash Capital		2,689	3,329	2,524	2,431	2,511	13,484
Water Debt		6,941	6,120	6,616	7,007	6,195	32,879
Environmental Services	Total	46,554	48,553	46,006	44,421	34,335	219,869
Finance							
General Cash Capital		962	404	416	424	432	2,638
Finance	Total	962	404	416	424	432	2,638
Fire							
Federal		0	0	1,512	0	0	1,512
General Cash Capital		522	1,185	1,182	2,038	2,433	7,360
Fire	Total	522	1,185	2,694	2,038	2,433	8,872
Library							
Library Cash Capital		481	869	560	571	588	3,069
Library Debt		0	800	800	0	0	1,600
Library	Total	481	1,669	1,360	571	588	4,669

Department Summary 2004-08 CIP		<u>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>TOTAL</u>
NET							
General Cash Capital		250	250	400	400	500	1,800
NET	Total	250	250	400	400	500	1,800
Parks, Recreation & Human Services							
Cemetery Cash Capital		196	190	206	222	238	1,052
General Cash Capital		893	970	1,002	1,033	1,125	5,023
General Debt		837	2,150	3,550	3,750	3,750	14,037
Private		0	0	1,000	0	0	1,000
Public Market Cash Capital		22	23	25	27	29	126
Public Market Debt		0	300	300	0	0	600
War Memorial Cash Capital		147	120	124	127	129	647
Parks, Recreation & Human	Total	2,095	3,753	6,207	5,159	5,271	22,485
Police							
General Cash Capital		1,513	2,715	3,216	3,328	3,876	14,648
General Debt		833	0	0	0	0	833
Police	Total	2,346	2,715	3,216	3,328	3,876	15,481
Port of Rochester							
Federal		0	5,200	0	0	0	5,200
General Cash Capital		1,200	0	0	0	0	1,200
General Debt		5,370	12,700	4,300	0	0	22,370
Port of Rochester	Total	6,570	17,900	4,300	0	0	28,770
Grand Total		69,657	85,335	70,202	62,534	54,299	342,027

TAX RATES FOR DEBT SERVICE

	<u>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>Total</u>
Expense (\$000)						
Existing Debt	33,886.2	30,563.0	26,593.7	21,174.9	17,536.6	<u>129,754.4</u>
New Program		<u>851.7</u>	<u>3,946.2</u>	<u>7,042.4</u>	<u>9,578.1</u>	<u>21,418.4</u>
	33,886.2	31,414.7	30,539.9	28,217.3	27,114.7	151,172.8
Revenue (\$000)						
Premium and Interest Fund	1,129.5	820.5	820.5	820.5	820.5	4,411.5
Monroe County Pure Waters	765.6	710.3	656.3	613.1	551.0	3,296.3
Retirement Reserve Transfer	1,366.5	1,366.5	1,299.4	1,227.4		5,259.8
Tax Repayment Fund	1,762.3	1,762.4	1,760.2	1,759.5	1,758.8	8,803.2
Enterprise Funds	<u>10,462.3</u>	<u>10,154.9</u>	<u>10,545.1</u>	<u>9,814.8</u>	<u>8,849.7</u>	<u>49,826.9</u>
	15,486.2	14,814.6	15,081.5	14,235.3	11,980.0	71,597.7
Tax Revenue Required (\$000)	18,400.0	16,600.1	15,458.4	13,982.0	15,134.7	79,575.1
Tax Reserve	<u>1,070.9</u>	<u>966.1</u>	<u>899.7</u>	<u>813.8</u>	<u>880.9</u>	<u>4,654.8</u>
Tax Levy Required (\$000)	19,470.9	17,566.2	16,358.1	14,795.8	16,015.5	84,634.2
Tax Rate per \$1,000 Assessed Value						
Homestead	2.82	1.55	1.52	1.40	1.82	
Non-Homestead	6.17	3.40	3.35	3.07	4.00	

TAX RATES FOR CASH CAPITAL

	<u>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>Total</u>
Expense (\$000)						
General Cash Capital	12,868.0	18,214.0	20,330.0	20,539.0	19,472.0	91,423.0
Library Cash Capital	481.0	869.0	560.0	571.0	588.0	3,069.0
Local Works Cash Capital	1,926.0	2,055.0	3,343.0	1,537.0	3,847.0	12,708.0
Water Cash Capital	2,689.0	3,349.0	2,534.0	2,401.0	2,477.0	13,450.0
War Memorial Cash Capital	147.0	120.0	124.0	127.0	129.0	647.0
Parking Cash Capital	659.0	644.0	693.0	716.0	707.0	3,419.0
Public Market Cash Capital	22.0	23.0	25.0	27.0	29.0	126.0
Cemetery Cash Capital	196.0	614.0	430.0	335.0	443.0	2,018.0
Refuse Cash Capital	<u>2,530.0</u>	<u>1,394.0</u>	<u>3,892.0</u>	<u>4,225.0</u>	<u>2,891.0</u>	<u>14,932.0</u>
	21,518.0	27,282.0	31,931.0	30,478.0	30,583.0	141,792.0
Revenue (\$000)						
Monroe County Traffic Shares	447.0	339.0	386.0	368.0	171.0	1,711.0
CHIPS	2,350.0	2,360.5	2,360.5	2,360.5	2,360.5	11,792.0
Enterprise Funds	<u>8,650.0</u>	<u>9,068.0</u>	<u>11,601.0</u>	<u>9,939.0</u>	<u>11,111.0</u>	<u>50,369.0</u>
	11,447.0	11,767.5	14,347.5	12,667.5	13,642.5	63,872.0
Tax Revenue Required (\$000)	10,071.0	15,514.5	17,583.5	17,810.5	16,940.5	77,920.0
Tax Reserve	<u>586.1</u>	<u>903.0</u>	<u>1,023.4</u>	<u>1,036.6</u>	<u>986.0</u>	<u>4,535.0</u>
Tax Levy Required (\$000)	10,657.1	16,417.5	18,606.9	18,847.1	17,926.5	82,455.0
Tax Rate per \$1,000 Assessed Value						
Homestead	1.54	2.51	2.78	2.82	2.69	
Non-Homestead	3.38	5.52	6.11	6.19	5.90	

2003-04 TO 2007-08 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.

Program Changes

T-2 City Funded Arterials

The Flower City Park project has been suspended pending consideration of alternatives to reconstruction.

The Jefferson Avenue project now includes Brown Street from Kensington Street to Jefferson Avenue.

T-3 Asphalt Milling, Resurfacing and Curb Replacement

The plan proposed in FY 2002 to transition this program to eliminate chip seal in favoring of milling and resurfacing augmented by asphalt rejuvenation and crack sealing is forgone to due budget constraints. The remaining program is funded at 75% of assessed need to due budget constraints.

T-4 Residential Street Rehabilitation

This activity is funded at 50% of perceived need due to budget constraints.

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	
St. Paul Street		Ridge Road to North City Line	x							x			x	
Ridgeway Avenue		Railroad at Lily Street to Lake Avenue	x							x			x	
Norton Street		Goodman Street to the East City Line	x							x			x	

CIP Category	T-2	City Funded Arterials	Campaigns											
			1	2	3	4	5	6	7	8	9	10	11	
Lake Avenue		To the Genesee Riverway Trail	x							x			x	
Atlantic Avenue		Railroad to North Winton Road	x							x			x	
Broad Street		Brown Street to Lyell Avenue	x							x			x	
East Henrietta Road		South Avenue to Mt Hope Avenue	x							x			x	
Future Projects		City Funded Arterials									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	
Joseph Avenue		Ward Street to Upper Falls Boulevard	x							x			x	
Lexington Avenue		Mt. Read Boulevard to Dewey Avenue	x							x			x	
Maple Street		Saxton Street to Wilder Street	x							x			x	
North Winton Road		Blossom Road to Corwin Road	x							x			x	
Verona Street		Jay Street to Platt Street	x							x			x	
West Ridge Road		Hanford Landing Road to the Veterans Mem	x							x			x	
Jefferson Avenue		West Main Street to Brown 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		Annual Allocation							x				
Sidewalk Ramp Installation		Annual Allocation			x								

CIP Category	T-8	Bridge Improvement Program	Campaigns										
			1	2	3	4	5	6	7	8	9	10	11
Annual Program - Bridges					x		x	x					

CIP Category	T-9	Bridge Improvement Program	Campaigns										
			1	2	3	4	5	6	7	8	9	10	11
Smith Street Bridge					x			x					
Broad Street Subway Tunnel					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 | |

2003-04 TO 2007-08

Capital Improvement Program

TRANSPORTATION

T-1

County Assisted Arterial Improvements

☐ Norton Street

Goodman 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>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>TOTAL</u>
General Cash Capital	0	0	37	0	0	37
General Debt	0	0	979	0	0	979
Monroe County	0	0	2,100	0	0	2,100
Water Cash Capital	0	0	20	0	0	20
Water Debt	0	0	290	0	0	290
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	0	0	3,426	0	0	3,426

☐ 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>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>TOTAL</u>
General Cash Capital	0	0	0	64	0	64
General Debt	0	0	0	408	0	408
Monroe County	0	0	0	1,100	0	1,100
Water Cash Capital	0	0	0	30	0	30
Water Debt	0	0	0	288	0	288
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	0	0	0	1,890	0	1,890

2002-03 TO 2006-07

Capital Improvement Program

TRANSPORTATION

 Mt Hope Avenue

Elmwood Avenue to South City Line

Street reconstruction, new curbing, sidewalks, water main and services, hydrants, receiving basins, street light and tree planting.

<u>Funding Source</u>	<u>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>TOTAL</u>
General Cash Capital	0	0	0	96	0	96
General Debt	0	0	0	0	520	520
Monroe County	0	0	0	1,400	200	1,600
Water Cash Capital	0	0	0	36	0	36
Water Debt	0	0	0	0	348	348
	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,532</u>	<u>1,068</u>	<u>2,600</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>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>TOTAL</u>
General Cash Capital	0	0	0	80	30	110
General Debt	0	0	0	0	649	649
Monroe County	0	0	0	0	1,900	1,900
Water Cash Capital	0	0	0	17	34	51
Water Debt	0	0	0	0	500	500
	<u>0</u>	<u>0</u>	<u>0</u>	<u>97</u>	<u>3,113</u>	<u>3,210</u>

East Henrietta Road

South Avenue to Mt Hope Avenue

Street reconstruction, new curbing, sidewalks, water main and services, hydrants, receiving basins, street light and tree planting.

<u>Funding Source</u>	<u>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>TOTAL</u>
General Cash Capital	0	0	0	0	30	30
Monroe County	0	0	0	0	100	100
Water Cash Capital	0	0	0	0	40	40
	0	0	0	0	170	170

T-2

City Funded Arterials

Broad Street

Brown Street to Lyell Avenue

Street reconstruction, new curbing, sidewalks, water main and services, hydrants, receiving basins, street light and tree planting.

<u>Funding Source</u>	<u>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>TOTAL</u>
General Debt	1,429	0	0	0	0	1,429
Monroe County Traffic	373	0	0	0	0	373
Pure Waters	144	0	0	0	0	144
Water Debt	529	0	0	0	0	529
	2,475	0	0	0	0	2,475

2002-03 TO 2006-07

Capital Improvement Program

TRANSPORTATION

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>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>TOTAL</u>
General Cash Capital	210	0	0	0	0	210
General Debt	0	1,800	0	0	0	1,800
Monroe County Traffic	0	100	0	0	0	100
Pure Waters	0	100	0	0	0	100
Water Cash Capital	80	0	0	0	0	80
Water Debt	0	800	0	0	0	800
	<u>290</u>	<u>2,800</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>3,090</u>

Lake Avenue

To the Genesee Riverway Trail

Construction of a new off-road trail linking the existing Genesee Riverway Trail in Turning Point Park to the Port of Rochester.

<u>Funding Source</u>	<u>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>TOTAL</u>
Federal	1,096	0	0	0	0	1,096
General Debt	858	0	0	0	0	858
	<u>1,954</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,954</u>

Lexington Avenue

Mt. Read Boulevard to Dewey Avenue

Street reconstruction, new curbing, sidewalks, water main and services, hydrants, receiving basins, street light and tree planting.

<u>Funding Source</u>	<u>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>TOTAL</u>
Federal	4,386	0	0	0	0	4,386
General Debt	240	0	0	0	0	240
Monroe County Traffic	5	0	0	0	0	5
New York State	822	0	0	0	0	822
Pure Waters	8	0	0	0	0	8
Water Debt	22	0	0	0	0	22
	<u>5,483</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>5,483</u>

West Ridge Road

Hanford Landing Rd - Veterans Memorial Bridge

Street reconstruction, new curbing, sidewalks, water main and services, hydrants, receiving basins, street light and tree planting.

<u>Funding Source</u>	<u>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>TOTAL</u>
Federal	10,755	0	0	0	0	10,755
General Cash Capital	146	0	0	0	0	146
General Debt	500	0	0	0	0	500
New York State	2,689	0	0	0	0	2,689
Water Debt	360	0	0	0	0	360
	<u>14,450</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>14,450</u>

2002-03 TO 2006-07

Capital Improvement Program

TRANSPORTATION

☐ 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>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>TOTAL</u>
General Debt	0	3,000	0	0	0	3,000
Monroe County Traffic	0	150	0	0	0	150
Pure Waters	0	250	0	0	0	250
Water Debt	0	1,300	0	0	0	1,300
	<u>0</u>	<u>4,700</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>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>TOTAL</u>
General Cash Capital	0	90	0	0	0	90
General Debt	0	0	780	0	0	780
Monroe County Traffic	0	0	2	0	0	2
Pure Waters	0	0	127	0	0	127
Water Cash Capital	0	50	0	0	0	50
Water Debt	0	0	527	0	0	527
	<u>0</u>	<u>140</u>	<u>1,436</u>	<u>0</u>	<u>0</u>	<u>1,576</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>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>TOTAL</u>
General Cash Capital	0	192	0	0	0	192
General Debt	0	0	1,614	0	0	1,614
Monroe County Traffic	0	12	129	0	0	141
Pure Waters	0	0	222	0	0	222
Water Cash Capital	0	46	0	0	0	46
Water Debt	0	0	445	0	0	445
	<u>0</u>	<u>250</u>	<u>2,410</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>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>TOTAL</u>
General Cash Capital	0	98	0	0	0	98
General Debt	0	0	890	0	0	890
Monroe County Traffic	0	8	73	0	0	81
Pure Waters	0	0	68	0	0	68
Water Cash Capital	0	28	0	0	0	28
Water Debt	0	0	275	0	0	275
	<u>0</u>	<u>134</u>	<u>1,306</u>	<u>0</u>	<u>0</u>	<u>1,440</u>

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>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>TOTAL</u>
General Cash Capital	0	0	112	0	0	112
General Debt	0	0	0	923	0	923
Monroe County Traffic	0	0	13	122	0	135
Pure Waters	0	0	0	172	0	172
Water Cash Capital	0	0	42	0	0	42
Water Debt	0	0	0	406	0	406
	0	0	167	1,623	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>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>TOTAL</u>
General Cash Capital	0	0	119	0	0	119
General Debt	0	0	0	988	0	988
Monroe County	0	0	8	73	0	81
Pure Waters	0	0	0	179	0	179
Water Cash Capital	0	0	27	0	0	27
Water Debt	0	0	0	266	0	266
	0	0	154	1,506	0	1,660

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>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>TOTAL</u>
General Cash Capital	0	0	47	0	0	47
General Debt	0	0	0	395	0	395
Monroe County Traffic	0	0	3	29	0	32
Pure Waters	0	0	0	59	0	59
Water Cash Capital	0	0	25	0	0	25
Water Debt	0	0	0	242	0	242
	0	0	75	725	0	800

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>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>TOTAL</u>
General Cash Capital	0	0	102	0	0	102
General Debt	0	0	0	861	0	861
Monroe County Traffic	0	0	5	51	0	56
Pure Waters	0	0	0	138	0	138
Water Cash Capital	0	0	58	0	0	58
Water Debt	0	0	0	565	0	565
	0	0	165	1,615	0	1,780

2002-03 TO 2006-07

Capital Improvement Program

TRANSPORTATION

Future Projects

City Funded Arterials

Street reconstruction, new curbing, sidewalks, water main and services, hydrants, receiving basins, street light and tree planting.

<u>Funding Source</u>	<u>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>TOTAL</u>
General Cash Capital	0	0	0	0	350	350
Water Cash Capital	0	0	0	0	150	150
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>500</u>	<u>500</u>

T-3

Asphalt Milling, Resurfacing and Curb Replacement

Milling & 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>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>TOTAL</u>
General Cash Capital	0	1,150	2,555	2,631	0	6,336
General Debt	1,650	0	0	0	2,791	4,441
Monroe County Traffic	40	40	93	96	99	368
Pure Waters	162	162	733	651	671	2,379
Water Debt	278	278	641	661	681	2,539
	<u>2,130</u>	<u>1,630</u>	<u>4,022</u>	<u>4,039</u>	<u>4,242</u>	<u>16,063</u>

T-4

Residential Street Rehabilitation

Residential Street Rehabilitation

<u>Funding Source</u>	<u>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>TOTAL</u>
General Cash Capital	140	1,150	0	0	0	1,290
General Debt	1,237	0	2,635	2,714	3,195	9,781
Monroe County Traffic	29	29	68	70	72	268
Pure Waters	129	129	298	307	316	1,179
Water Debt	432	432	999	1,029	1,060	3,952
	<u>1,967</u>	<u>1,740</u>	<u>4,000</u>	<u>4,120</u>	<u>4,643</u>	<u>16,470</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>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>TOTAL</u>
General Cash Capital	600	350	829	855	882	3,516
	<u>600</u>	<u>350</u>	<u>829</u>	<u>855</u>	<u>882</u>	<u>3,516</u>

T-6

Hazardous Sidewalk Program

Hazardous Sidewalk Program Annual 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>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>TOTAL</u>
Local Works Cash Capital	932	960	989	1,019	1,050	4,950
	932	960	989	1,019	1,050	4,950

Sidewalk Ramp Installation Annual Allocation

Reconstruction of sidewalk ramps on residential streets at high priority locations.

<u>Funding Source</u>	<u>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>TOTAL</u>
General Cash Capital	109	112	116	119	123	579
	109	112	116	119	123	579

T-8

Bridge Improvement Program

Annual Program - Bridges

Repairing, painting and cleaning of selected bridges.

<u>Funding Source</u>	<u>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>TOTAL</u>
General Cash Capital	252	258	266	274	282	1,332
	252	258	266	274	282	1,332

2002-03 TO 2006-07

Capital Improvement Program

TRANSPORTATION

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>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>TOTAL</u>
Federal	0	12,960	0	0	0	12,960
General Debt	0	810	0	0	0	810
New York State	0	2,430	0	0	0	2,430
	<u>0</u>	<u>16,200</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>16,200</u>

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>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>TOTAL</u>
Federal	0	400	5,040	0	0	5,440
General Cash Capital	0	25	0	0	0	25
General Debt	0	0	315	0	0	315
New York State	0	75	945	0	0	1,020
	<u>0</u>	<u>500</u>	<u>6,300</u>	<u>0</u>	<u>0</u>	<u>6,800</u>

Summary of Funding by Program: Transportation

	<u>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>Total</u>
T-1 County Assisted Arterial Improvements						
General Cash Capital	0	0	37	240	60	337
General Debt	0	0	979	408	1,169	2,556
Monroe County	0	0	2,100	2,500	2,200	6,800
Water Cash Capital	0	0	20	83	74	177
Water Debt	0	0	290	288	848	1,426
	0	0	3,426	3,519	3,519	11,296
T-2 City Funded Arterials						
Federal	16,237	0	0	0	0	16,237
General Cash Capital	356	380	380	0	350	1,466
General Debt	3,027	4,800	3,284	3,167	0	14,278
Monroe County	0	0	8	73	0	81
Monroe County Traffic	378	270	225	202	0	1,075
New York State	3,511	0	0	0	0	3,511
Pure Waters	152	350	417	548	0	1,467
Water Cash Capital	80	124	152	0	150	506
Water Debt	911	2,100	1,247	1,479	0	5,737
	24,652	8,024	5,713	5,469	5,469	44,358

	<u>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>Total</u>
T-3 Asphalt Milling, Resurfacing and Curb Replacement						
General Cash Capital	0	1,150	2,555	2,631	0	6,336
General Debt	1,650	0	0	0	2,791	4,441
Monroe County Traffic	40	40	93	96	99	368
Pure Waters	162	162	733	651	671	2,379
Water Debt	278	278	641	661	681	2,539
	<u>2,130</u>	<u>1,630</u>	<u>4,022</u>	<u>4,039</u>	<u>4,039</u>	<u>16,063</u>
T-4 Residential Street Rehabilitation						
General Cash Capital	140	1,150	0	0	0	1,290
General Debt	1,237	0	2,635	2,714	3,195	9,781
Monroe County Traffic	29	29	68	70	72	268
Pure Waters	129	129	298	307	316	1,179
Water Debt	432	432	999	1,029	1,060	3,952
	<u>1,967</u>	<u>1,740</u>	<u>4,000</u>	<u>4,120</u>	<u>4,120</u>	<u>16,470</u>
T-5 Street Treatment						
General Cash Capital	600	350	829	855	882	3,516
	<u>600</u>	<u>350</u>	<u>829</u>	<u>855</u>	<u>855</u>	<u>3,516</u>
T-6 Hazardous Sidewalk Program						
General Cash Capital	109	112	116	119	123	579
Local Works Cash Cap	932	960	989	1,019	1,050	4,950
	<u>1,041</u>	<u>1,072</u>	<u>1,105</u>	<u>1,138</u>	<u>1,138</u>	<u>5,529</u>
T-8 Bridge Improvement Program						
General Cash Capital	252	258	266	274	282	1,332
	<u>252</u>	<u>258</u>	<u>266</u>	<u>274</u>	<u>274</u>	<u>1,332</u>

	<u>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>Total</u>
T-9 Bridge Improvement Program						
Federal	0	13,360	5,040	0	0	18,400
General Cash Capital	0	25	0	0	0	25
General Debt	0	810	315	0	0	1,125
New York State	0	2,505	945	0	0	3,450
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	0	16,700	6,300	0	0	23,000

TRANSPORTATION TOTALS

	<u>2002-03</u>	<u>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>Total</u>
Federal	16,237	13,360	5,040	0	0	34,637
General Cash Capital	1,457	3,425	4,183	4,119	1,697	14,881
General Debt	5,914	5,610	7,213	6,289	7,155	32,181
Local Works Cash Capital	932	960	989	1,019	1,050	4,950
Monroe County	0	0	2,108	2,573	2,200	6,881
Monroe County Traffic	447	339	386	368	171	1,711
New York State	3,511	2,505	945	0	0	6,961
Pure Waters	443	641	1,448	1,506	987	5,025
Water Cash Capital	80	124	172	83	224	683
Water Debt	1,621	2,810	3,177	3,457	2,589	13,654
	<u>30,642</u>	<u>29,774</u>	<u>25,661</u>	<u>19,414</u>	<u>16,073</u>	<u>121,564</u>

2003-04 TO 2007-08 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

No new programs are added in this category.

The programs for infrastructure support continue at planned levels.

The Contamination Prevention Hydrant Lock program will be completed in 2003-2004.

Renaissance 2010 Campaigns in Water System

CIP Category	W-1	Water Main Extension and Improvements	Campaigns										
			1	2	3	4	5	6	7	8	9	10	11
Water Main, Extension & Improvement Progr	Annual Allocation				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				

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				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								

CIP Category	W-6	Reservoir, Conduit and Watershed Improvements	Campaigns										
			1	2	3	4	5	6	7	8	9	10	11
Watershed Land Acquisition and Easements					x	x	x						
Reservoirs					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 | |

Conduit Valve & Vault Rehabilitation	Standard Allocation	x	x								
Conduit Streambed & Bank Erosion Control		x	x	x							
Conduit Modernization Program		x	x	x							

CIP Category W-7 Water - New Facilities

Campaigns

1 2 3 4 5 6 7 8 9 10 11

Water Bureau Operations Building: Parking	Add Park Meters						x				
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CIP Category W-8 Holly System

Campaigns

1 2 3 4 5 6 7 8 9 10 11

Holly and Domestic Main Installation	Andrews Street		x				x			x	
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CIP Category W-9 Filtration Plant Complex

Campaigns

1 2 3 4 5 6 7 8 9 10 11

Filtration Plant and Related Renovations			x	x	x		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 | |

2003-04 TO 2007-08**Capital Improvement Program****WATER SYSTEM**

W-1 Water Main Extension and Improvements**Water Main, Extension & Improvement Program**

Replacement of deteriorated water mains.

<u>Funding Source</u>	<u>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>TOTAL</u>
Water Debt	1,204	1,224	1,262	1,300	1,340	6,330
	<u>1,204</u>	<u>1,224</u>	<u>1,262</u>	<u>1,300</u>	<u>1,340</u>	<u>6,330</u>

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>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>TOTAL</u>
Water Cash Capital	1,116	1,135	1,170	1,205	1,241	5,867
	<u>1,116</u>	<u>1,135</u>	<u>1,170</u>	<u>1,205</u>	<u>1,241</u>	<u>5,867</u>

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>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>TOTAL</u>
Water Cash Capital	249	255	260	265	270	1,299
	<u>249</u>	<u>255</u>	<u>260</u>	<u>265</u>	<u>270</u>	<u>1,299</u>

2003-04 TO 2007-08

Capital Improvement Program

WATER SYSTEM

W-4 Water Meter Maintenance Program

Water Meter Replacement Program

Replacement and modernization of water meters.

<u>Funding Source</u>	<u>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>TOTAL</u>
Water Cash Capital	124	128	132	136	140	660
	<u>124</u>	<u>128</u>	<u>132</u>	<u>136</u>	<u>140</u>	<u>660</u>

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>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>TOTAL</u>
Water Cash Capital	411	0	0	0	0	411
	<u>411</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>411</u>

W-6 Reservoir, Conduit and Watershed Improvements

Conduit Modernization Program

Modernization of the City's Water supply conduit system.

<u>Funding Source</u>	<u>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>TOTAL</u>
Water Debt	2,036	2,071	2,135	2,200	2,266	10,708
	<u>2,036</u>	<u>2,071</u>	<u>2,135</u>	<u>2,200</u>	<u>2,266</u>	<u>10,708</u>

Conduit Streambed & Bank Erosion Control

Shoring up of banks and related actions to preserve the watershed.

<u>Funding Source</u>	<u>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>TOTAL</u>
Water Cash Capital	0	135	0	0	0	135
	<u>0</u>	<u>135</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>135</u>

Conduit Valve & Vault Rehabilitation

Funding to support the repair and replacement of valves and vaults.

<u>Funding Source</u>	<u>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>TOTAL</u>
Water Cash Capital	63	274	66	68	70	541
	<u>63</u>	<u>274</u>	<u>66</u>	<u>68</u>	<u>70</u>	<u>541</u>

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>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>TOTAL</u>
Water Cash Capital	455	245	130	0	0	830
	<u>455</u>	<u>245</u>	<u>130</u>	<u>0</u>	<u>0</u>	<u>830</u>

Watershed Land Acquisition and Easements

Preserves access to conduit and watershed.

<u>Funding Source</u>	<u>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>TOTAL</u>
Water Cash Capital	10	11	11	12	12	56
	<u>10</u>	<u>11</u>	<u>11</u>	<u>12</u>	<u>12</u>	<u>56</u>

W-7 **Water - New Facilities**

Water Bureau Operations Building: Parking Meters

Add Parking Meter Maintenance Function to new facility.

<u>Funding Source</u>	<u>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>TOTAL</u>
Parking Debt	200	0	0	0	0	200
	<u>200</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>200</u>

W-8 **Holly System**

Holly and Domestic Main Installation

Installation of new high pressure Holly and domestic mains near the Andrews Street Bridge.

<u>Funding Source</u>	<u>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>TOTAL</u>
Water Debt	2,080	15	42	50	0	2,187
	<u>2,080</u>	<u>15</u>	<u>42</u>	<u>50</u>	<u>0</u>	<u>2,187</u>

W-9 **Filtration Plant Complex**

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>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>TOTAL</u>
Water Cash Capital	90	295	106	20	20	531
	<u>90</u>	<u>295</u>	<u>106</u>	<u>20</u>	<u>20</u>	<u>531</u>

Summary of Funding by Program: Water System

	<u>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>Total</u>
W-1 Water Main Extension and Improvements						
Water Debt	1,204	1,224	1,262	1,300	1,340	6,330
	1,204	1,224	1,262	1,300	1,300	6,330
W-2 Water Main Cleaning & Lining						
Water Cash Capital	1,116	1,135	1,170	1,205	1,241	5,867
	1,116	1,135	1,170	1,205	1,205	5,867
W-3 Hydrant and Valve Replacement Program						
Water Cash Capital	249	255	260	265	270	1,299
	249	255	260	265	265	1,299
W-4 Water Meter Maintenance Program						
Water Cash Capital	124	128	132	136	140	660
	124	128	132	136	136	660
W-5 General System Improvement						
Water Cash Capital	411	0	0	0	0	411
	411	0	0	0	0	411
W-6 Reservoir, Conduit and Watershed Improvements						
Water Cash Capital	528	665	207	80	82	1,562
Water Debt	2,036	2,071	2,135	2,200	2,266	10,708
	2,564	2,736	2,342	2,280	2,280	12,270

	<u>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>Total</u>
W-7 Water - New Facilities						
Parking Debt	200	0	0	0	0	200
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	200	0	0	0	0	200
W-8 Holly System						
Water Debt	2,080	15	42	50	0	2,187
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	2,080	15	42	50	50	2,187
W-9 Filtration Plant Complex						
Water Cash Capital	90	295	106	20	20	531
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	90	295	106	20	20	531

WATER SYSTEM TOTALS

	<u>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>Total</u>
Parking Debt	200	0	0	0	0	200
Water Cash Capital	2,518	2,478	1,875	1,706	1,753	10,330
Water Debt	5,320	3,310	3,439	3,550	3,606	19,225
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	8,038	5,788	5,314	5,256	5,359	29,755

2003-04 TO 2007-08 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-43 Public Safety Facility Improvements

Provision and maintenance of infrastructure supporting public safety services.

Program Changes

P-10 Apparatus Replacement Program—Fire Department

Evaluation of the remaining service life in equipment slated for replacement permits funding to be deferred to 2004-05.

P-20 Motor Equipment –Police

Lower unit costs and longer service lives enable a lower-than-planned allocation for 2003-04. This amount exceeds the 2003-03 allocation by 50%, however. Planned expenditures in this category over the life of the capital program are scheduled to increase.

P-34 Dispatch Facility Renovations

The planned replacement of dispatch consoles is augmented by related repairs and renovations to the dispatchers working area.

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			

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		Replacement			x					x			

CIP Category	P-21	Small Equipment - Police	Campaigns										
			1	2	3	4	5	6	7	8	9	10	11
Small Equipment - RPD										x			

CIP Category	P-23	Information Systems - Police Department	Campaigns										
			1	2	3	4	5	6	7	8	9	10	11
Records Management										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 | |

P-10 **Apparatus Replacement Program - Fire**

Fire Fighting Apparatus

Scheduled replacement of fire fight apparatus.

<u>Funding Source</u>	<u>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>TOTAL</u>
General Cash Capital	0	600	717	1,423	1,805	4,545
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	0	600	717	1,423	1,805	4,545

P-11 **Small Equipment - Fire**

Small Equipment - RFD

Scheduled replacement and new purchase of small fire suppression equipment.

<u>Funding Source</u>	<u>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>TOTAL</u>
General Cash Capital	267	272	280	294	309	1,422
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	267	272	280	294	309	1,422

Turnout Gear

An allocation for the provision of fire fighting apparel and related apparatus.

<u>Funding Source</u>	<u>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>TOTAL</u>
General Cash Capital	50	50	50	50	50	250
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	50	50	50	50	50	250

2003-04 TO 2007-08

Capital Improvement Program

PUBLIC SAFETY

P-12 Motor Equipment - Fire

☐ Cars, Vans, Utility Vehicles - RFD

Scheduled replacement of Fire Department sedans and station wagons.

<u>Funding Source</u>	<u>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>TOTAL</u>
General Cash Capital	80	163	60	196	209	708
	<u>80</u>	<u>163</u>	<u>60</u>	<u>196</u>	<u>209</u>	<u>708</u>

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>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>TOTAL</u>
General Cash Capital	125	100	75	75	60	435
	<u>125</u>	<u>100</u>	<u>75</u>	<u>75</u>	<u>60</u>	<u>435</u>

P-20 Motor Equipment - Police

☐ Police Vehicles

Scheduled replacement of vehicles supporting patrol and investigation activities.

<u>Funding Source</u>	<u>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>TOTAL</u>
General Cash Capital	1,300	2,500	3,000	3,112	3,660	13,572
	<u>1,300</u>	<u>2,500</u>	<u>3,000</u>	<u>3,112</u>	<u>3,660</u>	<u>13,572</u>

2003-04 TO 2007-08

Capital Improvement Program

PUBLIC SAFETY

P-21 **Small Equipment - Police**

Small Equipment - RPD

Replacement and acquisition of office equipment and other small equipment.

<u>Funding Source</u>	<u>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>TOTAL</u>
General Cash Capital	63	65	66	66	66	326
	<u>63</u>	<u>65</u>	<u>66</u>	<u>66</u>	<u>66</u>	<u>326</u>

P-23 **Information Systems - Police Department**

PCs Peripherals Upgrade

Supports distributed information services.

<u>Funding Source</u>	<u>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</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>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>TOTAL</u>
General Debt	233	0	0	0	0	233
	<u>233</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>233</u>

P-31 **Equipment - Emergency Communications Department**

Small Equipment - ECD

Replacement of office equipment and other small equipment.

<u>Funding Source</u>	<u>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>TOTAL</u>
General Cash Capital	30	60	30	30	30	180
	30	60	30	30	30	180

P-32 **Motor Equipment - Emergency Communications Department**

Emergency Communication Vehicles

Scheduled replacement of vehicles.

<u>Funding Source</u>	<u>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>TOTAL</u>
General Cash Capital	0	25	0	0	0	25
	0	25	0	0	0	25

P-34 **Dispatch Facility Renovations - ECD**

Dispatcher Consoles

Replace consoles and upgrade workspace used by Emergency Communications Department staff.

<u>Funding Source</u>	<u>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>TOTAL</u>
General Debt	688	0	0	0	0	688
	688	0	0	0	0	688

P-35	Emergency Communications Facilities
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Facility Renovation

Repairs and renovations including security upgrades.

<u>Funding Source</u>	<u>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>TOTAL</u>
General Cash Capital	12	0	80	0	0	92
	12	0	80	0	0	92

P-42	Street Lighting
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Project Uplift

Enhanced street lighting where improvements will add to the public safety.

<u>Funding Source</u>	<u>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>TOTAL</u>
General Cash Capital	60	60	60	60	60	300
	60	60	60	60	60	300

P-43	Public Safety Facility Improvements
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Public Safety Facility Improvements

Provision and maintenance of infrastructure supporting public safety services.

<u>Funding Source</u>	<u>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>TOTAL</u>
General Debt	600	0	0	0	0	600
	600	0	0	0	0	600

Summary of Funding by Program: Public Safety

	<u>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>Total</u>
P-10 Apparatus Replacement Program - Fire						
General Cash Capital	0	600	717	1,423	1,805	4,545
	0	600	717	1,423	1,423	4,545
P-11 Small Equipment - Fire						
General Cash Capital	317	322	330	344	359	1,672
	317	322	330	344	344	1,672
P-12 Motor Equipment - Fire						
General Cash Capital	80	163	60	196	209	708
	80	163	60	196	196	708
P-13 Information Systems - Fire Department						
General Cash Capital	125	100	75	75	60	435
	125	100	75	75	75	435
P-20 Motor Equipment - Police						
General Cash Capital	1,300	2,500	3,000	3,112	3,660	13,572
	1,300	2,500	3,000	3,112	3,112	13,572
P-21 Small Equipment - Police						
General Cash Capital	63	65	66	66	66	326
	63	65	66	66	66	326

	<u>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>Total</u>
P-23 Information Systems - Police Department						
General Cash Capital	150	150	150	150	150	750
General Debt	233	0	0	0	0	233
	<u>383</u>	<u>150</u>	<u>150</u>	<u>150</u>	<u>150</u>	<u>983</u>
P-31 Equipment - Emergency Communications Department						
General Cash Capital	30	60	30	30	30	180
	<u>30</u>	<u>60</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	0	0	25
	<u>0</u>	<u>25</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>25</u>
P-34 Dispatch Facility Renovations - ECD						
General Debt	688	0	0	0	0	688
	<u>688</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>688</u>
P-35 Emergency Communications Facilities						
General Cash Capital	12	0	80	0	0	92
	<u>12</u>	<u>0</u>	<u>80</u>	<u>0</u>	<u>0</u>	<u>92</u>
P-42 Street Lighting						
General Cash Capital	60	60	60	60	60	300
	<u>60</u>	<u>60</u>	<u>60</u>	<u>60</u>	<u>60</u>	<u>300</u>
P-43 Public Safety Facility Improvements						
General Debt	600	0	0	0	0	600
	<u>600</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>600</u>

	<u>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>Total</u>
PUBLIC SAFETY TOTALS						
	<u>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>Total</u>
General Cash Capital	2,137	4,045	4,568	5,456	6,399	22,605
General Debt	1,521	0	0	0	0	1,521
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	3,658	4,045	4,568	5,456	6,399	24,126

2003-04 TO 2007-08 CAPITAL IMPROVEMENT PROGRAM

RECREATION AND CULTURE

The Recreation and Culture category contains projects that promote the preservation an enhancement of recreational and cultural opportunities in the community.

Program Changes

R-1 General Rehabilitation

Two elements, General Rehabilitation and Recreation and Parks Facility Rehabilitation, are combined into the first title. Funding in 2003-2004 replenishes the accounts in this category to approximately \$1,000,000.

The High Falls annual allocation increases to \$100,000 from \$20,000 for the second straight year in recognition of the need to support changes in management and attractions.

Public Market and Area Improvements are moved out one year to 2004-2005 due to budget constraints.

The ice floor and piping project at the War Memorial has been completed.

Renaissance 2010 Campaigns in Recreation and Culture

CIP Category	R-1	Campaigns										
		1	2	3	4	5	6	7	8	9	10	11
Public Market Internal and Area Improvements							x		x			
Public Market Annual Allocation							x		x			
Mausoleum										x		
Manhattan Square Park					x				x		x	x
High Falls District						x				x	x	
General Facilities Rehabilitation											x	x
General Facilities Rehabilitation									x			

CIP Category	R-2	Small Equipment Program	Campaigns										
			1	2	3	4	5	6	7	8	9	10	11
Standard Allocation - Small Equipment												x	
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	
Standard Allocation												x	
Recreation and Parks Vehicles												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	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													x

CIP Category	R-9	Library Motor Equipment	Campaigns										
			1	2	3	4	5	6	7	8	9	10	11
Standard Allocation													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 | |

2003-04 TO 2007-08**Capital Improvement Program****RECREATION and CULTURE**

R-1**General Rehabilitation****General Rehabilitation**

Routine repair, replacement and renovation of facilities, playground equipment, fences, bleachers, and courts. Repair and rehabilitation of fences, water lines, sewers, curbs, and signs at City cemeteries. Repair, replacement and building maintenance is included for the War Memorial.

<u>Funding Source</u>	<u>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>TOTAL</u>
Cemetery Cash Capital	63	65	67	69	71	335
General Cash Capital	100	100	100	100	100	500
General Debt	837	1,150	1,550	750	750	5,037
Library Cash Capital	0	300	0	0	0	300
Library Debt	0	800	800	0	0	1,600
Private	0	0	1,000	0	0	1,000
War Memorial Cash Capital	88	60	62	63	64	337
	<u>1,088</u>	<u>2,475</u>	<u>3,579</u>	<u>982</u>	<u>985</u>	<u>9,109</u>

High Falls District**Annual Allocation**

High Falls Annual Allocation.

<u>Funding Source</u>	<u>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</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>

2003-04 TO 2007-08

Capital Improvement Program

RECREATION and CULTURE

Manhattan Square Park

Allocations are for design and construction.

<u>Funding Source</u>	<u>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>TOTAL</u>
General Debt	0	1,000	2,000	3,000	3,000	9,000
	0	1,000	2,000	3,000	3,000	9,000

Mausoleum Design

Recommendations pending review of design and feasibility assessment. Anticipated recommendation in second quarter of 2003-04.

<u>Funding Source</u>	<u>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>TOTAL</u>
Cemetery Cash Capital	0	0	0	0	0	0
	0	0	0	0	0	0

Public Market Annual Allocation

Routine maintenance and replacements relating to grounds and structures.

<u>Funding Source</u>	<u>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>TOTAL</u>
Public Market Cash Capital	22	23	25	27	29	126
	22	23	25	27	29	126

Public Market Internal and Area Improvements

Internal enhancements at the Rochester Public Market to include building lighting, sewer, traffic control and rehabilitation of roadways. Area improvements include land acquisition, signage and parking.

<u>Funding Source</u>	<u>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>TOTAL</u>
Public Market Debt	0	300	300	0	0	600
	0	300	300	0	0	600

2003-04 TO 2007-08

Capital Improvement Program

RECREATION and CULTURE

Trails

Enhancements, extensions, neighborhood links and signage.

<u>Funding Source</u>	<u>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>TOTAL</u>
General Cash Capital	0	250	250	250	250	1,000
	0	250	250	250	250	1,000

R-2	Small Equipment Program
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Standard Allocation

Replacement and purchase of small equipment for the War Memorial, cemeteries, recreation centers and parks.

<u>Funding Source</u>	<u>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>TOTAL</u>
Cemetery Cash Capital	11	12	13	14	15	65
War Memorial Cash Capital	59	60	62	64	65	310
	70	72	75	78	80	375

Standard Allocation - Small Parks & Recreation Equipment

Replacement and purchase of small equipment for the War Memorial, cemeteries, recreation centers and parks.

<u>Funding Source</u>	<u>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>TOTAL</u>
General Cash Capital	63	64	66	68	75	336
	63	64	66	68	75	336

2003-04 TO 2007-08

Capital Improvement Program

RECREATION and CULTURE

R-5 Motor Equipment

Recreation and Parks Vehicles

Scheduled replacement of motor equipment for the Department of Parks, Recreation and Human Services.

<u>Funding Source</u>	<u>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>TOTAL</u>
General Cash Capital	300	420	440	460	500	2,120
	<u>300</u>	<u>420</u>	<u>440</u>	<u>460</u>	<u>500</u>	<u>2,120</u>

Standard Allocation

Standard Allocation

<u>Funding Source</u>	<u>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>TOTAL</u>
War Memorial Cash Capital	0	0	0	0	0	0
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Standard Allocation - Motor Equipment

Scheduled replacement of motor equipment for the Department of Parks, Recreation and Human Services.

<u>Funding Source</u>	<u>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>TOTAL</u>
Cemetery Cash Capital	122	113	126	139	152	652
	<u>122</u>	<u>113</u>	<u>126</u>	<u>139</u>	<u>152</u>	<u>652</u>

R-6 **Library Materials and Equipment**

Library Materials Traditional Formats

Replacement of worn and obsolete materials and purchase of new materials and small equipment for branch libraries.

<u>Funding Source</u>	<u>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>TOTAL</u>
Library Cash Capital	419	481	496	505	520	2,421
	<u>419</u>	<u>481</u>	<u>496</u>	<u>505</u>	<u>520</u>	<u>2,421</u>

R-7 **Library Facilities**

Rundel Library HVAC

Standard Allocation

<u>Funding Source</u>	<u>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>TOTAL</u>
Library Cash Capital	62	63	64	66	68	323
	<u>62</u>	<u>63</u>	<u>64</u>	<u>66</u>	<u>68</u>	<u>323</u>

R-9 **Library Motor Equipment**

Standard Allocation

Replacement of motor equipment for the Rochester Public Library

<u>Funding Source</u>	<u>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>TOTAL</u>
Library Cash Capital	0	25	0	0	0	25
	<u>0</u>	<u>25</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>25</u>

Summary of Funding by Program: Recreation and Culture

	<u>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>Total</u>
R-1 General Rehabilitation						
Cemetery Cash Capital	63	65	67	69	71	335
General Cash Capital	200	400	400	400	400	1,800
General Debt	837	2,150	3,550	3,750	3,750	14,037
Library Cash Capital	0	300	0	0	0	300
Library Debt	0	800	800	0	0	1,600
Private	0	0	1,000	0	0	1,000
Public Market Cash Capital	22	23	25	27	29	126
Public Market Debt	0	300	300	0	0	600
War Memorial Cash Capital	88	60	62	63	64	337
	1,210	4,098	6,204	4,309	4,309	20,135
R-2 Small Equipment Program						
Cemetery Cash Capital	11	12	13	14	15	65
General Cash Capital	63	64	66	68	75	336
War Memorial Cash Capital	59	60	62	64	65	310
	133	136	141	146	146	711
R-5 Motor Equipment						
Cemetery Cash Capital	122	113	126	139	152	652
General Cash Capital	300	420	440	460	500	2,120
War Memorial Cash Capital	0	0	0	0	0	0
	422	533	566	599	599	2,772

	<u>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>Total</u>
R-6 Library Materials and Equipment						
Library Cash Capital	419	481	496	505	520	2,421
	<u>419</u>	<u>481</u>	<u>496</u>	<u>505</u>	<u>505</u>	<u>2,421</u>
R-7 Library Facilities						
Library Cash Capital	62	63	64	66	68	323
	<u>62</u>	<u>63</u>	<u>64</u>	<u>66</u>	<u>66</u>	<u>323</u>
R-9 Library Motor Equipment						
Library Cash Capital	0	25	0	0	0	25
	<u>0</u>	<u>25</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>25</u>

RECREATION AND CULTURE TOTALS

	<u>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>Total</u>
Cemetery Cash Capital	196	190	206	222	238	1,052
General Cash Capital	563	884	906	928	975	4,256
General Debt	837	2,150	3,550	3,750	3,750	14,037
Library Cash Capital	481	869	560	571	588	3,069
Library Debt	0	800	800	0	0	1,600
Private	0	0	1,000	0	0	1,000
Public Market Cash Capital	22	23	25	27	29	126
Public Market Debt	0	300	300	0	0	600
War Memorial Cash Capital	147	120	124	127	129	647
	<u>2,246</u>	<u>5,336</u>	<u>7,471</u>	<u>5,625</u>	<u>5,709</u>	<u>26,387</u>

2003-04 TO 2007-08 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 Ferry is expected to begin service in the second quarter of calendar 2004.

The Marina remains scheduled for 2004-05.

The Multi-Modal Transportation Center has been moved out one year to 2004-05.

Federal funds will be sought for a Water Rescue Facility programmed for 2005-06.

Associated Riverfront Development is presented in three phases.

Phase I: Train station rehabilitation, utility connections, floating dock slip mounting devices, and access roadways. (2003-2004).

Phase II: Port District construction and amenities (2004-05)

Phase III: South boat launch segment, river wall segment and boat launch relocation (2005-06).

Program Changes

G-3 Land Acquisition and Demolition

Detail is added to show the distribution of these funds among the three agencies involved in these activities. A reduction from FY 2002-03 results from a lowered acquisition allocation, to match plans and a Reduction in the Challenged Streets allocation that does not reduce the program scope but reflects expense history.

G-8 Special Projects

Investments in Market Rate Housing (\$500,000) and Downtown Housing (\$277,000) will support the completion of existing projects and selected new initiatives.

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/Economic Development		Standard Allocation	x					x	x					
Acquisition & Demolition/NET		Standard Allocation	x		x								x	
Acquisition & Demolition/Community Development		Standard Allocation	x		x								x	

CIP Category	G-4	Municipal Garage Renovations	Campaigns											
			1	2	3	4	5	6	7	8	9	10	11	
South Avene Parking Garage Rehabilitation						x				x				x
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 Facilities								x	x		x			
CSX Acquisitions					x			x	x		x			
Riverfront Development I								x	x		x			
Riverfront Development III		River Street River Wall						x	x		x			
Transient Marina River Wall		North Marina Segment						x	x		x			
Transporation Center Parking Garage								x	x		x			
Water Rescue Facility						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 | |

Riverfront Development II

x x x

CIP Category

G-8

Special Projects

Campaigns

	1	2	3	4	5	6	7	8	9	10	11
Market Rate Housing	x					x			x	x	
Charles Carroll Park - Genesee Crossroads Park				x	x			x		x	
Downtown Housing	x					x				x	
Downtown Streetscape				x		x				x	
Erie Canal Aqueduct					x	x		x		x	
Gateway Improvements				x		x			x	x	

R2010 Campaigns

1 Involved Citizens

2 Educational Excellence

3 Health, Safety and Responsibility

4 Environmental Stewardship

5 Regional Partnerships

6 Economic Vitality

7 Quality Service

8 Tourism Destination

9 Healthy Urban Neighborhoods

10 Center City

11 Arts and Culture

2003-04 TO 2007-08**Capital Improvement Program****GENERAL CITY
DEVELOPMENT**

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>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>TOTAL</u>
General Cash Capital	1,900	2,200	2,400	2,600	2,800	11,900
	<u>1,900</u>	<u>2,200</u>	<u>2,400</u>	<u>2,600</u>	<u>2,800</u>	<u>11,900</u>

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>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>TOTAL</u>
General Cash Capital	800	1,200	1,400	1,600	0	5,000
General Debt	0	0	0	0	1,800	1,800
	<u>800</u>	<u>1,200</u>	<u>1,400</u>	<u>1,600</u>	<u>1,800</u>	<u>6,800</u>

Acquisition & Demolition/NET

This is to purchase land for development or other purposes and to support demolition of buildings.

<u>Funding Source</u>	<u>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>TOTAL</u>
General Cash Capital	250	250	400	400	500	1,800
	<u>250</u>	<u>250</u>	<u>400</u>	<u>400</u>	<u>500</u>	<u>1,800</u>

2003-04 TO 2007-08

Capital Improvement Program

GENERAL CITY
DEVELOPMENT

G-4 **Municipal Garage Renovations**

South Avene Parking Garage Rehabilitation

Substantial repair and updating of the garage including structural work.

<u>Funding Source</u>	<u>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>TOTAL</u>
Parking Debt	5,000	0	0	0	0	5,000
	<u>5,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>5,000</u>

Standard Allocation

Repairs, replacements and renovations at ramp garages.

<u>Funding Source</u>	<u>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>TOTAL</u>
Parking Cash Capital	296	504	520	536	552	2,408
	<u>296</u>	<u>504</u>	<u>520</u>	<u>536</u>	<u>552</u>	<u>2,408</u>

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>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>TOTAL</u>
Parking Cash Capital	49	50	52	54	55	260
	<u>49</u>	<u>50</u>	<u>52</u>	<u>54</u>	<u>55</u>	<u>260</u>

2003-04 TO 2007-08

Capital Improvement Program

GENERAL CITY
DEVELOPMENT

G-7

Port of Rochester

CSX Acquisitions

Railroad Property Acquisition

<u>Funding Source</u>	<u>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>TOTAL</u>
General Debt	370	0	0	0	0	370
	<u>370</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>370</u>

Multi-Modal Transportation Center

Construction of multi-modal transportation center including parking garage.

<u>Funding Source</u>	<u>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>TOTAL</u>
Federal	0	5,200	0	0	0	5,200
General Debt	0	2,000	0	0	0	2,000
	<u>0</u>	<u>7,200</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>7,200</u>

Riverfront Development I

Train station rehabilitation, utility connections, floating dock slip mounting devices and access roadways.

<u>Funding Source</u>	<u>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>TOTAL</u>
General Debt	4,300	0	0	0	0	4,300
	<u>4,300</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>4,300</u>

2003-04 TO 2007-08

Capital Improvement Program

**GENERAL CITY
DEVELOPMENT**

Riverfront Development II

Port District construction and amenities.

<u>Funding Source</u>	<u>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>TOTAL</u>
General Cash Capital	1,200	0	0	0	0	1,200
General Debt	300	3,100	0	0	0	3,400
	<u>1,500</u>	<u>3,100</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>4,600</u>

Riverfront Development III

South Boat Launch Segment, river wall segment and boat launch relocation.

<u>Funding Source</u>	<u>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>TOTAL</u>
General Debt	0	400	4,300	0	0	4,700
	<u>0</u>	<u>400</u>	<u>4,300</u>	<u>0</u>	<u>0</u>	<u>4,700</u>

Transient Marina Facilities

Excavation, dredging, quay wall construction, utility connections, floating dock slips and mounting devices.

<u>Funding Source</u>	<u>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>TOTAL</u>
General Debt	400	4,600	0	0	0	5,000
	<u>400</u>	<u>4,600</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>5,000</u>

Transient Marina River Wall

North Marina Segment

<u>Funding Source</u>	<u>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>TOTAL</u>
General Debt	0	2,600	0	0	0	2,600
	<u>0</u>	<u>2,600</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>2,600</u>

2003-04 TO 2007-08

Capital Improvement Program

**GENERAL CITY
DEVELOPMENT**

Water Rescue Facility

A facility and water craft for rescue operations.

<u>Funding Source</u>	<u>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>TOTAL</u>
Federal	0	0	1,512	0	0	1,512
	<u>0</u>	<u>0</u>	<u>1,512</u>	<u>0</u>	<u>0</u>	<u>1,512</u>

G-8

Special Projects

Charles Carroll Park - Genesee Crossroads Park

Allocations are for design and construction. Funding recognizes the need to simultaneously assess the parking garage upon which the park is site and includes provision for the Sister Cities fountain..

<u>Funding Source</u>	<u>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>TOTAL</u>
Parking Cash Capital	200	0	0	0	0	200
Parking Debt	0	4,000	0	0	0	4,000
	<u>200</u>	<u>4,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>4,200</u>

Downtown Housing

Acquisition and development in support of housing downtown.

<u>Funding Source</u>	<u>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>TOTAL</u>
General Cash Capital	277	500	750	0	0	1,527
	<u>277</u>	<u>500</u>	<u>750</u>	<u>0</u>	<u>0</u>	<u>1,527</u>

2003-04 TO 2007-08

Capital Improvement Program

**GENERAL CITY
DEVELOPMENT**

▣ Downtown Streetscape

Trees, grates, benches, pavement, lights, etc.

<u>Funding Source</u>	<u>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>TOTAL</u>
General Cash Capital	81	82	85	88	91	427
	<u>81</u>	<u>82</u>	<u>85</u>	<u>88</u>	<u>91</u>	<u>427</u>

▣ Erie Canal Acqueduct

Renovation of the Broad Street Acqueduct

<u>Funding Source</u>	<u>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>TOTAL</u>
Federal	0	3,315	0	0	0	3,315
General Cash Capital	0	442	0	0	0	442
General Debt	0	383	0	0	0	383
	<u>0</u>	<u>4,140</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>4,140</u>

▣ Gateway Improvements

<u>Funding Source</u>	<u>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>TOTAL</u>
General Debt	300	0	0	300	300	900
	<u>300</u>	<u>0</u>	<u>0</u>	<u>300</u>	<u>300</u>	<u>900</u>

2003-04 TO 2007-08

Capital Improvement Program

**GENERAL CITY
DEVELOPMENT**

Market Rate Housing

The support and development of market rate housing city wide.

<u>Funding Source</u>	<u>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>TOTAL</u>
General Cash Capital	500	750	1,000	1,250	1,500	5,000
	<hr/> 500	<hr/> 750	<hr/> 1,000	<hr/> 1,250	<hr/> 1,500	<hr/> 5,000

NBN Streetscape Amenities

Trees, grates, benches, pavement, lights, etc.

<u>Funding Source</u>	<u>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</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

Summary of Funding by Program: General Development

	<u>2003-04</u>	<u>2004-054</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>Total</u>
G-3 Land Acquisition and Demolition						
General Cash Capital	2,950	3,650	4,200	4,600	3,300	18,700
General Debt	0	0	0	0	1,800	1,800
	2,950	3,650	4,200	4,600	4,600	20,500
G-4 Municipal Garage Renovations						
Parking Cash Capital	296	504	520	536	552	2,408
Parking Debt	5,000	0	0	0	0	5,000
	5,296	504	520	536	536	7,408
G-6 Parking Meters and Garage Equipment						
Parking Cash Capital	49	50	52	54	55	260
	49	50	52	54	54	260
G-7 Port of Rochester						
Federal	0	5,200	1,512	0	0	6,712
General Cash Capital	1,200	0	0	0	0	1,200
General Debt	5,370	12,700	4,300	0	0	22,370
	6,570	17,900	5,812	0	0	30,282

G-8 Special Projects

Federal	0	3,315	0	0	0	3,315
General Cash Capital	858	1,774	1,835	1,338	1,591	7,396
General Cash Capital	0	250	250	250	250	1,000
General Debt	300	383	0	300	300	1,283
Parking Cash Capital	200	0	0	0	0	200
Parking Debt	0	4,000	0	0	0	4,000
	<u>1,358</u>	<u>7,948</u>	<u>250</u>	<u>1,638</u>	<u>1,638</u>	<u>9,798</u>

GENERAL DEVELOPMENT TOTALS

	<u>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>Total</u>
Federal	0	8,515	1,512	0	0	10,027
General Cash Capital	5,008	5,674	6,285	6,188	5,141	28,296
General Debt	5,670	13,083	4,300	300	2,100	25,453
Parking Cash Capital	545	554	572	590	607	2,868
Parking Debt	5,000	4,000	0	0	0	9,000
	<u>16,223</u>	<u>31,826</u>	<u>12,669</u>	<u>7,078</u>	<u>7,848</u>	<u>75,644</u>

2003-04 TO 2007-08 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-3 Technology Efficiency Investments

Formerly the Office Automation category, this now includes a broader scope of information systems technology. Funding is provided to expand and improve the performance of our networks, invest in ad hoc initiatives with direct impact on the operating budget, and maintain the office automation program.

Program Changes

F-1 Building Renovations

A number of previously separate program categories have been consolidated to allow more flexibility in selecting and managing improvements.

F-2 Hazardous Waste Remediation

A revised work plan, incorporating more refined information as to when expenditures will be required, permits a reduction in planned spending without jeopardizing project completion.

F-6 Small Equipment

Lower than projected costs for the totter replacement program allow a reduction in the total allocation.

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
Security Improvements					x				x				
Telephone System Maintenance									x				
Colfax Street Facility						x					x		
Court Facilities Improvements									x				
DES Mt Read Facilities									x				
Asbestos Management									x				
City Hall Exterior Renovations									x				
New York State Power Authority									x				
City Hall Annual Allocation									x				
General Facilities Rehabilitation									x				

CIP Category	F-2	Hazardous Waste Remediation	Campaigns										
			1	2	3	4	5	6	7	8	9	10	11
Investigation and Remediation		Standard Allocation			x	x		x			x		
Investigation and Remediation		Remedial system operations-Sites			x	x		x			x		

CIP Category	F-3	Technology Efficiency Investments	Campaigns										
			1	2	3	4	5	6	7	8	9	10	11
Initiatives		Initiatives							x				
Network		Network							x				
Office Automation		Replacement Allocation							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-4	Office Equipment	Campaigns										
			1	2	3	4	5	6	7	8	9	10	11
Economic Development									x				
Community Development									x				
Environmental Services									x				
Environmental Services/Water Bureau									x				
Finance													
Administration									x				

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				

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				
Environmental Services - Small Equipment									x				

CIP Category	F-7	Motor Equipment - Emergency Communications Department	Campaigns										
			1	2	3	4	5	6	7	8	9	10	11
Engineering and Equipment Services - Motor Equipme									x				
Community Development - Motor Equipment									x				
Economic Development									x				
Environmental Services									x				
Water Bureau - Motor 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 | |

Environmental Services/Operations - Motor Equipmen	x
Operations - Motor Equipment	x
Environmental Services/Parking Meters	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		x						x	

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 | |

2003-04 TO 2007-08**Capital Improvement Program****FACILITIES AND EQUIPMENT**

F-1**Building Renovation Program****Asbestos Management**

Implementation of the Asbestos Management Study completed in 2001.

<u>Funding Source</u>	<u>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>TOTAL</u>
General Cash Capital	80	80	80	80	80	400
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	80	80	80	80	80	400

City Hall Annual Allocation

Repairs and replacements of building systems and components Funding in 2006-07 provides for a backup generator.

<u>Funding Source</u>	<u>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>TOTAL</u>
General Cash Capital	68	69	71	298	74	580
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	68	69	71	298	74	580

City Hall Exterior Renovations

Repair, replacement and restoration of the slate roof, 'A' building windows and Medina stone.

<u>Funding Source</u>	<u>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>TOTAL</u>
General Debt	565	0	2,000	8,300	0	10,865
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	565	0	2,000	8,300	0	10,865

2003-04 TO 2007-08

Capital Improvement Program

FACILITIES AND EQUIPMENT

Colfax Street Facility

Maintenance and repair of the Refuse Enterprise facility on Colfax Street.

<u>Funding Source</u>	<u>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>TOTAL</u>
Refuse Cash Capital	0	40	42	44	46	172
	<u>0</u>	<u>40</u>	<u>42</u>	<u>44</u>	<u>46</u>	<u>172</u>

Court Facilities Improvements

Renovations to local court facilities. Expenses are reimbursable by New York State.

<u>Funding Source</u>	<u>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>TOTAL</u>
General Cash Capital	65	0	0	0	0	65
	<u>65</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>65</u>

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>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>TOTAL</u>
General Cash Capital	0	73	75	77	79	304
Local Works Cash Capital	0	42	44	46	48	180
	<u>0</u>	<u>115</u>	<u>119</u>	<u>123</u>	<u>127</u>	<u>484</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>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>TOTAL</u>
General Cash Capital	664	664	664	664	664	3,320
	<u>664</u>	<u>664</u>	<u>664</u>	<u>664</u>	<u>664</u>	<u>3,320</u>

2003-04 TO 2007-08

Capital Improvement Program

FACILITIES AND EQUIPMENT

☐ 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>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>TOTAL</u>
General Cash Capital	0	258	281	281	281	1,101
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	0	258	281	281	281	1,101

☐ Security Improvements

Provides for Security Improvements at City facilities.

<u>Funding Source</u>	<u>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>TOTAL</u>
General Debt	100	100	100	100	100	500
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	100	100	100	100	100	500

☐ Telephone System Maintenance

Maintains the city-owned phone system.

<u>Funding Source</u>	<u>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>TOTAL</u>
General Cash Capital	0	50	50	50	50	200
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	0	50	50	50	50	200

2003-04 TO 2007-08

Capital Improvement Program

FACILITIES AND EQUIPMENT

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>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>TOTAL</u>
General Cash Capital	410	1,168	1,250	890	890	4,608
General Debt	1,200	850	1,100	1,750	900	5,800
	<u>1,610</u>	<u>2,018</u>	<u>2,350</u>	<u>2,640</u>	<u>1,790</u>	<u>10,408</u>

F-3 **Technology Efficiency Investments**

Initiatives

Initiatives applying small scale technology to specific work groups and tasks.

<u>Funding Source</u>	<u>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</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>

Network

Hardware, software and infrastructure to maintain and enhance information systems networks

<u>Funding Source</u>	<u>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>TOTAL</u>
General Cash Capital	500	0	0	0	0	500
	<u>500</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>500</u>

2003-04 TO 2007-08

Capital Improvement Program

FACILITIES AND EQUIPMENT

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>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>TOTAL</u>
General Cash Capital	200	392	404	412	420	1,828
	200	392	404	412	420	1,828

F-4	Office Equipment
------------	-------------------------

Administration

Routine replacement of office furnishings.

<u>Funding Source</u>	<u>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>TOTAL</u>
General Cash Capital	17	17	17	17	17	85
	17	17	17	17	17	85

Community Development

Routine replacement of office furnishings.

<u>Funding Source</u>	<u>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>TOTAL</u>
General Cash Capital	10	10	10	10	10	50
	10	10	10	10	10	50

2003-04 TO 2007-08

Capital Improvement Program

FACILITIES AND EQUIPMENT

Economic Development

Routine replacement of office furnishings.

<u>Funding Source</u>	<u>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>TOTAL</u>
Parking Cash Capital	1	1	1	1	2	6
	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>2</u>	<u>6</u>

Environmental Services

Routine replacement of office furnishings.

<u>Funding Source</u>	<u>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>TOTAL</u>
General Cash Capital	12	12	12	12	12	60
	<u>12</u>	<u>12</u>	<u>12</u>	<u>12</u>	<u>12</u>	<u>60</u>

Environmental Services/Water Bureau

Routine replacement of office furnishings.

<u>Funding Source</u>	<u>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>TOTAL</u>
Water Cash Capital	12	12	12	12	12	60
	<u>12</u>	<u>12</u>	<u>12</u>	<u>12</u>	<u>12</u>	<u>60</u>

Finance

Routine replacement of office furnishings.

<u>Funding Source</u>	<u>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>TOTAL</u>
General Cash Capital	12	12	12	12	12	60
	<u>12</u>	<u>12</u>	<u>12</u>	<u>12</u>	<u>12</u>	<u>60</u>

F-5	Duplicating Equipment
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□ Duplicating Equipment - Standard Allocation

Regular replacement of central and some distributed duplicating equipment.

<u>Funding Source</u>	<u>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>TOTAL</u>
General Cash Capital	0	0	0	0	0	0
	0	0	0	0	0	0

F-6	Small Equipment
------------	------------------------

□ Economic Development

<u>Funding Source</u>	<u>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>TOTAL</u>
Parking Cash Capital	63	64	66	68	70	331
	63	64	66	68	70	331

□ Environmental Services

Provision for the acquisition of new and replacement small items.

<u>Funding Source</u>	<u>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>TOTAL</u>
Local Works Cash Capital	17	17	17	17	17	85
Refuse Cash Capital	155	158	163	169	175	820
Refuse Cash Capital	560	748	0	0	0	1,308
Water Cash Capital	79	50	41	57	43	270
	811	973	221	243	235	2,483

2003-04 TO 2007-08

Capital Improvement Program

FACILITIES AND EQUIPMENT

Environmental Services - Small Equipment

Provision for the acquisition of new and replacement small items.

<u>Funding Source</u>	<u>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</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

Community Development - Motor Equipment

Scheduled replacement of vehicles.

<u>Funding Source</u>	<u>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>TOTAL</u>
General Cash Capital	36	0	0	0	0	36
	<u>36</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>36</u>

Economic Development

Scheduled replacement of vehicles.

<u>Funding Source</u>	<u>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>TOTAL</u>
Parking Cash Capital	25	25	27	27	28	132
	<u>25</u>	<u>25</u>	<u>27</u>	<u>27</u>	<u>28</u>	<u>132</u>

2003-04 TO 2007-08

Capital Improvement Program

FACILITIES AND EQUIPMENT

 Environmental Services/Motor Equipment

Standard Allocation

<u>Funding Source</u>	<u>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>TOTAL</u>
General Cash Capital	502	1,169	1,203	886	2,600	6,360
Local Works Cash Capital	977	986	2,243	405	2,682	7,293
Refuse Cash Capital	1,815	448	3,687	4,012	2,670	12,632
	<u>3,294</u>	<u>2,603</u>	<u>7,133</u>	<u>5,303</u>	<u>7,952</u>	<u>26,285</u>

 Environmental Services/Parking Meters

<u>Funding Source</u>	<u>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>TOTAL</u>
Parking Cash Capital	25	0	27	30	0	82
	<u>25</u>	<u>0</u>	<u>27</u>	<u>30</u>	<u>0</u>	<u>82</u>

 Water Bureau - Motor Equipment

<u>Funding Source</u>	<u>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>TOTAL</u>
Water Cash Capital	0	665	424	573	479	2,141
	<u>0</u>	<u>665</u>	<u>424</u>	<u>573</u>	<u>479</u>	<u>2,141</u>

2003-04 TO 2007-08

Capital Improvement Program

FACILITIES AND EQUIPMENT

F-8

Tree Maintenance

Forestry Tree Maintenance Program

Planting and upkeep of City trees.

<u>Funding Source</u>	<u>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>TOTAL</u>
General Cash Capital	330	336	346	355	400	1,767
	<u>330</u>	<u>336</u>	<u>346</u>	<u>355</u>	<u>400</u>	<u>1,767</u>

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>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</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>

Summary of Funding by Program: Facilities and Equipment

	<u>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>Total</u>
F-1 Building Renovation Program						
General Cash Capital	877	1,194	1,221	1,450	1,228	5,970
General Debt	665	100	2,100	8,400	100	11,365
Local Works Cash Capital	0	42	44	46	48	180
Refuse Cash Capital	0	40	42	44	46	172
	1,542	1,376	3,407	9,940	9,940	17,687
F-2 Hazardous Waste Remediation						
General Cash Capital	410	1,168	1,250	890	890	4,608
General Debt	1,200	850	1,100	1,750	900	5,800
	1,610	2,018	2,350	2,640	2,640	10,408
F-3 Technology Efficiency Investments						
General Cash Capital	950	392	404	412	420	2,578
	950	392	404	412	412	2,578
F-4 Office Equipment						
General Cash Capital	51	51	51	51	51	255
Parking Cash Capital	1	1	1	1	2	6
Water Cash Capital	12	12	12	12	12	60
	64	64	64	64	64	321
F-5 Duplicating Equipment						
General Cash Capital	0	0	0	0	0	0
	0	0	0	0	0	0

F-6 Small Equipment

General Cash Capital	50	50	50	50	50	250
Local Works Cash Capital	17	17	17	17	17	85
Parking Cash Capital	63	64	66	68	70	331
Refuse Cash Capital	715	906	163	169	175	2,128
Water Cash Capital	79	50	41	57	43	270
	<u>924</u>	<u>1,087</u>	<u>337</u>	<u>361</u>	<u>361</u>	<u>3,064</u>

F-7 Motor Equipment

General Cash Capital	538	1,169	1,203	886	2,600	6,396
Local Works Cash Capital	977	986	2,243	405	2,682	7,293
Parking Cash Capital	50	25	54	57	28	214
Refuse Cash Capital	1,815	448	3,687	4,012	2,670	12,632
Water Cash Capital	0	665	424	573	479	2,141
	<u>3,380</u>	<u>3,293</u>	<u>7,611</u>	<u>5,933</u>	<u>5,933</u>	<u>28,676</u>

F-8 Tree Maintenance

General Cash Capital	330	336	346	355	400	1,767
	<u>330</u>	<u>336</u>	<u>346</u>	<u>355</u>	<u>355</u>	<u>1,767</u>

F-9 Upkeep of City Owned Property

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>

FACILITIES AND EQUIPMENT TOTALS

	<u>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>Total</u>
General Cash Capital	3,256	4,360	4,525	4,094	5,639	21,874
General Debt	1,865	950	3,200	10,150	1,000	17,165
Local Works Cash Capital	994	1,045	2,304	468	2,747	7,558
Parking Cash Capital	114	90	121	126	100	551
Refuse Cash Capital	2,530	1,394	3,892	4,225	2,891	14,932
Water Cash Capital	91	727	477	642	534	2,471
	<u>8,850</u>	<u>8,566</u>	<u>14,519</u>	<u>19,705</u>	<u>12,911</u>	<u>64,551</u>

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

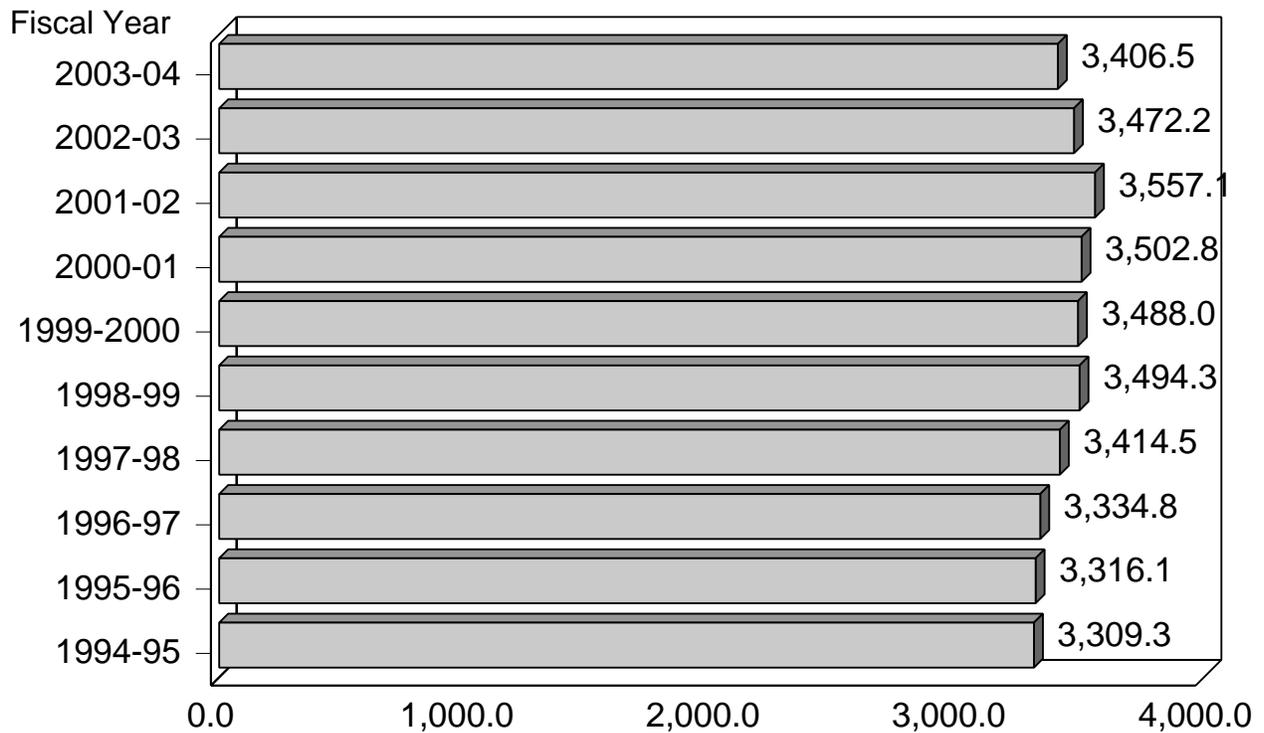
PERSONNEL SUMMARY
PERSONNEL RESOURCES

Total Employee Years	Budget <u>2000-01</u>	Budget <u>2001-02</u>	Budget <u>2002-03</u>	Budget <u>2003-04</u>
City Council and Clerk	27.3	27.3	27.3	27.2
Administration				
Mayor's Office	36.0	37.1	34.1	36.3
NET	66.2	77.9	78.1	73.9
Budget & Efficiency	10.6	11.6	12.2	11.7
Human Resource Management	40.0	41.6	40.0	41.0
Communications	12.8	13.0	12.0	13.0
Law	<u>25.0</u>	<u>25.0</u>	<u>24.0</u>	<u>25.0</u>
	190.6	206.2	200.4	200.9
Finance				
Director's Office	8.3	8.5	9.0	9.0
Accounting	19.0	19.2	18.2	18.0
Treasury	24.5	26.2	24.9	24.2
Assessment	19.9	19.9	20.6	22.4
Parking Violations & Adjudication	17.2	17.2	17.1	17.1
Purchasing	13.0	13.4	13.3	13.3
Information Systems	<u>33.0</u>	<u>36.7</u>	<u>37.2</u>	<u>38.2</u>
	134.9	141.1	140.3	142.2
Community Development				
Commissioner	15.6	7.5	7.5	7.0
Neighborhood Initiatives	0.0	8.1	8.1	7.1
Buildings and Zoning	41.1	41.6	42.1	43.6
Housing & Project Development	37.9	40.0	38.0	38.0
Planning	<u>7.0</u>	<u>7.0</u>	<u>6.5</u>	<u>5.0</u>
	101.6	104.2	102.2	100.7
Economic Development	41.7	42.2	27.2	26.2
Environmental Services				
Commissioner	61.2	68.1	68.1	66.9
Architecture & Engineering	73.5	72.6	71.0	68.8
Operations	373.5	386.4	385.1	378.6
Water & Lighting	160.1	156.3	154.7	157.8
Equipment Services	<u>83.0</u>	<u>81.7</u>	<u>79.6</u>	<u>77.3</u>
	751.3	765.1	758.5	749.4
Emergency Communications	189.7	186.8	182.7	181.6
Police	916.0	932.5	922.6	915.0
Fire	579.4	584.7	578.1	569.6
Library				
Central Library	177.9	176.6	165.4	140.6
Community Library	<u>54.8</u>	<u>55.0</u>	<u>54.0</u>	<u>51.8</u>
	232.7	231.6	219.4	192.4

PERSONNEL SUMMARY
PERSONNEL RESOURCES

Total Employee Years	Budget <u>2000-01</u>	Budget <u>2001-02</u>	Budget <u>2002-03</u>	Budget <u>2003-04</u>
Parks, Recreation & Human Services				
Commissioner	16.7	16.7	16.8	15.2
Parks & Recreation	257.4	260.9	242.9	236.8
Special Services	36.4	35.6	32.1	31.6
Human Services	<u>27.1</u>	<u>22.2</u>	<u>21.7</u>	<u>17.7</u>
	337.6	335.4	313.5	301.3
Total	3,502.8	3,557.1	3,472.2	3,406.5

Total Personnel Resources Employee Years



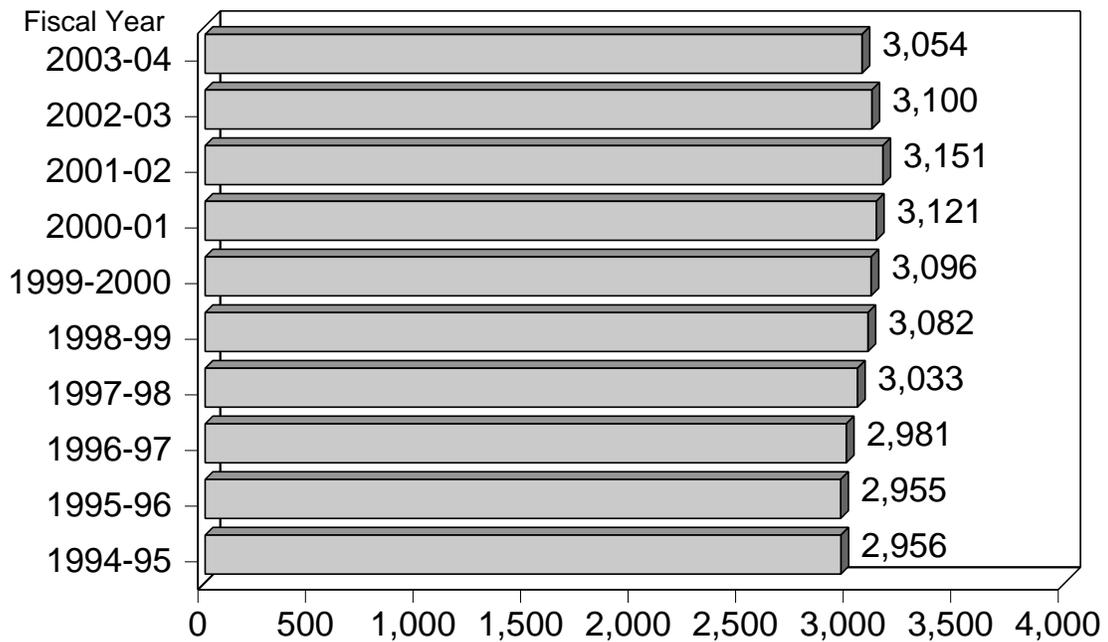
PERSONNEL SUMMARY
PERSONNEL RESOURCES

Total Full Time Positions	Budget <u>2000-01</u>	Budget <u>2001-02</u>	Budget <u>2002-03</u>	Budget <u>2003-04</u>
City Council and Clerk	13.0	13.0	12.0	12.0
Administration				
Mayor's Office	35.0	35.0	33.0	35.0
NET	63.0	68.0	75.0	71.0
Budget & Efficiency	10.5	11.5	12.0	11.5
Human Resource Management	37.0	37.0	37.5	37.0
Communications	12.0	12.0	11.0	11.0
Law	<u>24.0</u>	<u>25.0</u>	<u>24.0</u>	<u>25.0</u>
	181.5	188.5	192.5	190.5
Finance				
Director's Office	8.0	8.0	8.0	8.0
Accounting	19.0	19.0	18.0	18.0
Treasury	23.0	24.0	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>33.0</u>	<u>37.0</u>	<u>37.0</u>	<u>38.0</u>
	130.0	135.0	133.0	134.0
Community Development				
Commissioner	15.0	7.0	7.0	7.0
Neighborhood Initiatives	0.0	8.0	8.0	7.0
Buildings and Zoning	40.0	40.0	40.5	41.0
Housing & Project Development	38.0	40.0	38.0	38.0
Planning	<u>7.0</u>	<u>7.0</u>	<u>6.5</u>	<u>5.0</u>
	100.0	102.0	100.0	98.0
Economic Development	29.0	40.0	27.0	26.0
Environmental Services				
Commissioner	52.0	57.0	61.0	59.0
Architecture & Engineering	72.0	71.0	70.0	69.0
Operations	312.0	313.0	314.0	310.0
Water & Lighting	149.0	146.0	144.0	147.0
Equipment Services	<u>77.0</u>	<u>76.0</u>	<u>75.0</u>	<u>73.0</u>
	662.0	663.0	664.0	658.0
Emergency Communications	173.0	173.0	166.0	164.0
Police	875.0	880.0	873.0	873.0
Fire	559.0	564.0	557.0	550.0
Library				
Central Library	142.5	142.0	136.0	115.0
Community Library	<u>33.5</u>	<u>33.0</u>	<u>32.0</u>	<u>33.0</u>
	176.0	175.0	168.0	148.0

PERSONNEL SUMMARY
PERSONNEL RESOURCES

Total Full Time Positions	Budget <u>2000-01</u>	Budget <u>2001-02</u>	Budget <u>2002-03</u>	Budget <u>2003-04</u>
Parks, Recreation & Human Services				
Commissioner	16.5	16.5	16.5	14.7
Parks & Recreation	159.0	159.0	152.0	149.5
Special Services	23.0	23.0	20.0	19.3
Human Services	<u>24.0</u>	<u>19.0</u>	<u>19.0</u>	<u>17.0</u>
	222.5	217.5	207.5	200.5
Total	3,121.0	3,151.0	3,100.0	3,054.0

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	460,100
Administration	3,291,100
Law	596,100
Finance	2,350,000
Community Development	1,943,300
Economic Development	666,000
Environmental Services	13,471,600
Emergency Communications	2,628,600
Police	20,253,100
Fire	12,909,000
Library	2,251,700
Parks, Recreation, & Human Services	3,413,100
Total	64,233,700

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>2002-03</u>	<u>2003-04</u>
<u>AFSCME Local 1635</u>		
Administration – NET		
● Neighborhood Conservation Officer	62,600	71,300
Department of Environmental Services		
● Environmental Services Operator - 6 Day	71,700	75,800
● Environmental Services Operator	0	65,000
Department of Parks, Recreation & Human Services		
● Senior Recreation Supervisor	60,700	0
● Receptionist-Typist	44,600	49,900
<u>Rochester Police Locust Club, Inc.</u>		
Police Department		
● Police Officer	81,300	89,500
● Police Officer	71,000	85,900
<u>International Association of Firefighters, Local 1071</u>		
Fire Department		
● Firefighter	76,800	88,200
Total	468,700	525,600

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, 2002 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, 1999 to June 30, 2003

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, 2003

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, 2003, all positions set forth in this Budget to be in existence for the fiscal year 2003-04 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, 2003, which are not set forth in this Budget shall be abolished effective July 1, 2003, except for positions otherwise prescribed by law.

A handwritten signature in cursive script that reads "William A. Johnson Jr".

William A. Johnson, Jr.

**PERSONNEL SUMMARY
CITY OF ROCHESTER SALARY SCHEDULE**

Non-Management Salaried Personnel
Effective July 1, 2003

Bracket	Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H	Step I	Step J
1	21,290	21,948	22,647	23,345	23,944	24,430	24,874	25,434		
2	21,834	22,509	23,224	23,944	24,430	24,874	25,434	26,067		
3	22,272	22,961	23,699	24,430	24,874	25,434	26,067	26,740		
4	22,677	23,378	24,127	24,874	25,434	26,067	26,740	27,336		
5	23,188	23,905	24,668	25,434	26,067	26,740	27,336	28,083		
6	23,768	24,503	25,287	26,067	26,740	27,336	28,083	28,788		
7	24,388	25,142	25,939	26,740	27,336	28,083	28,788	29,572		
8	24,925	25,696	26,517	27,336	28,083	28,788	29,572	30,429		
9	25,610	26,402	27,241	28,083	28,788	29,572	30,429	31,361		
10	26,248	27,060	27,926	28,788	29,572	30,429	31,361	32,335		
11	26,965	27,799	28,686	29,572	30,429	31,361	32,335	33,340		
12	27,749	28,607	29,516	30,429	31,361	32,335	33,340	34,500		
13	28,599	29,483	30,422	31,361	32,335	33,340	34,500	35,539		
14	29,486	30,398	31,361	32,335	33,340	34,500	35,539	36,735		
15	30,402	31,342	32,343	33,340	34,500	35,539	36,735	37,854		
16	31,454	32,427	33,465	34,500	35,539	36,735	37,854	39,163		
17	32,407	33,409	34,473	35,539	36,735	37,854	39,163	40,731		
18	33,494	34,530	35,632	36,735	37,854	39,163	40,731	42,405		
19	34,512	35,579	36,718	37,854	39,163	40,731	42,405	44,118		
20	35,708	36,812	37,987	39,163	40,731	42,405	44,118	45,914		
21	37,135	38,283	39,506	40,731	42,405	44,118	45,914	47,818		
110		22,239	27,799	28,686	29,572	30,429	31,361	32,335	33,340	34,340
150		25,073	31,342	32,343	33,340	34,500	35,539	36,735	37,854	38,990
170		26,727	33,409	34,473	35,539	36,735	37,854	39,163	40,731	41,954
180		27,623	34,530	35,632	36,735	37,854	39,163	40,731	42,405	43,677
190		28,465	35,579	36,718	37,854	39,163	40,731	42,405	44,118	45,442
200		29,450	36,812	37,987	39,163	40,731	42,406	44,118	45,914	47,291

Management Salaried Personnel
Effective July 1, 2003*

Bracket	Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H	Step I	Step J	Step K
22	43,976	44,920	45,888	46,878	47,882	48,911	49,963	51,038	52,134	53,252	54,401
23	45,888	46,878	47,882	48,911	49,963	51,038	52,134	53,252	54,401	55,568	56,765
24	47,882	48,911	49,963	51,038	52,134	53,252	54,401	55,568	56,765	57,985	59,231
25	49,963	51,038	52,134	53,252	54,401	55,568	56,765	57,985	59,231	60,505	61,807
26	52,134	53,252	54,401	55,568	56,765	57,985	59,231	60,505	61,807	63,134	64,495
27	54,401	55,568	56,765	57,985	59,231	60,505	61,807	63,134	64,495	65,887	67,296
28	56,765	57,985	59,231	60,505	61,807	63,134	64,495	65,887	67,296	68,677	70,059
29	59,231	60,505	61,807	63,134	64,495	65,887	67,296	68,677	70,059	71,471	72,913
30	61,807	63,134	64,495	65,887	67,296	68,677	70,059	71,471	72,913	74,561	76,064
31	64,495	65,887	67,296	68,677	70,059	71,471	72,913	74,561	76,064	77,606	79,179
32	67,296	68,677	70,059	71,471	72,913	74,561	76,064	77,606	79,179	80,787	82,428
33	70,059	71,471	72,913	74,561	76,064	77,606	79,179	80,787	82,428	84,103	85,818
34	72,913	74,561	76,064	77,606	79,179	80,787	82,428	84,103	85,818	87,566	89,358
35	76,064	77,606	79,179	80,787	82,428	84,103	85,818	87,566	89,358	91,179	93,045
36	87,091	88,865	90,678	92,530	94,418	96,347	98,307	100,317	102,365	104,457	106,585
86	90,959	93,231	95,558	97,944	100,391						
87	93,231	95,558	97,944	100,391	102,897						
96	94,488	96,368	98,285	100,240	102,234	104,269					
97	96,836	98,764	100,728	102,732	104,777	106,861					

* Brackets 86 & 87 effective July 1, 2002

PERSONNEL SUMMARY
CITY OF ROCHESTER SALARY SCHEDULE

16-11

Weekly and Hourly Personnel
Effective July 1, 2003

Hourly Rates:

Bracket	Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H
40	12.33	12.71	13.16	13.55	13.85	14.16	14.54	14.93
41	12.75	13.14	13.55	13.95	14.27	14.81	14.96	15.52
42	13.21	13.62	14.09	14.55	14.93	15.27	15.80	16.20
51	10.78	11.11	11.41	11.74	11.97	12.19	12.37	12.59
52	10.91	11.25	11.62	11.97	12.19	12.37	12.59	12.88
53	11.08	11.42	11.81	12.19	12.37	12.59	12.88	13.18
54	11.28	11.63	11.99	12.37	12.59	12.88	13.18	13.47
55	11.48	11.84	12.23	12.59	12.88	13.18	13.47	13.78
56	11.74	12.10	12.55	12.88	13.18	13.47	13.76	14.02
57	12.01	12.38	12.81	13.18	13.47	13.78	14.02	14.54
58	12.26	12.64	13.06	13.47	13.78	14.02	14.54	14.81
59	12.56	12.95	13.34	13.78	14.02	14.54	14.81	15.24
60	12.78	13.18	13.59	14.02	14.54	14.81	15.24	15.58
61	13.20	13.61	14.08	14.54	14.81	15.24	15.58	16.12
62	13.50	13.92	14.33	14.81	15.24	15.58	16.12	16.55
63	13.88	14.31	14.81	15.24	15.58	16.12	16.55	17.02
64	14.23	14.67	15.16	15.58	16.12	16.55	17.02	17.54
65	14.71	15.17	15.63	16.12	16.55	17.02	17.54	18.05
66	11.85	12.22	12.58	12.97	13.78			

Daily Rates:

Bracket	Step A	Step B	Step C	Step D	Step E	Step F	Step G
68	103.27	106.46					
69	124.76	128.62	136.83	145.02	153.23	157.78	162.33

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, 2003

Bracket	Step 1	Step 2	Step 3	Step 4	Step 5	Step A	Step B
90	30,753	37,940	44,632	51,170	53,703	57,866	60,864
92			57,993	61,491			
94			65,580	69,533			
95			74,000	78,462			

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, 2003

Employees hired before July 1, 1982

Bracket	Step A	Step B	Step C	Step D	Step E
73	38,182	39,501	40,908	42,361	43,864
75	39,874	41,373	42,786	44,433	46,400
78	45,514	48,000	49,691	51,943	54,255

Employees hired on or after July 1, 1982

Bracket	Step A	Step B	Step C	Step D	Step E
73	34,809	35,846	36,876	37,910	38,945
75	36,549	37,907	39,272	40,630	41,991
78	39,163	40,792	42,422	44,057	45,691

PERSONNEL SUMMARY
CITY OF ROCHESTER SALARY SCHEDULE

Fixed Salary Rates
Effective July 1, 2003 or as otherwise noted

Title	Amount
Elected and Appointed Officials	
President of the Council*	37,595
Council Member*	27,595
Mayor*	115,000
Deputy Mayor	107,262
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 2003.

**These positions are not compensated if filled by a City or RG&E employee.

Operating Engineers
Effective July 1, 2002

Bracket	Title	Step A	Step B	Step C
150	Asst. HVAC Engineer	18.82	20.17	20.77
151	HVAC Engineer	19.38	20.77	21.42
152	Lead HVAC Engineer	21.09	22.57	23.31

Part time, Temporary, and Seasonal Personnel
Effective July 1, 2003

Title	Step A	Step B	Step C	Step D	Step E
Account Clerk Typist	12.73	13.12	13.55	13.97	
Administrative Assistant	17.29	17.82	18.39	18.96	21.52
Administrative Assistant - Library	16.51	17.04	17.58	17.93	
Adult Activities Aide	7.22	7.47	7.69		
Architectural Intern	10.37	11.60			
Assistant GIS Technician	12.25	12.63	13.03	13.43	
Assistant Supervisor of Markets	12.38	12.81	13.18		
Assistant Pool Manager	11.06	11.42	11.71		
Assistant Summer Program Coordinator	8.72				
Bingo Inspector	12.37				
Bookmobile Operator	13.44	13.87	14.30	14.59	
Building Maintenance Helper	10.91	11.25	11.62	11.97	
Carpool Coordinator	12.95	13.34	13.78		
Cemetery Crew Leader	11.06				
Cemetery Worker	11.49	11.85	12.26	12.63	
Class 5 Truck Driver - Library	13.11	13.53	13.94	14.22	
Cleaner	10.22	10.54	10.88	11.22	
Cleaner - Library	11.18	11.52	11.89	12.13	
Clerical Aide	9.82				

PERSONNEL SUMMARY
CITY OF ROCHESTER SALARY SCHEDULE

Part time, Temporary, and Seasonal Personnel
Effective July 1, 2003

Title	Step A	Step B	Step C	Step D	Step E
Clerk II	14.08	14.52	14.97	15.43	17.23
Clerk II - Library	13.44	13.87	14.30	14.59	15.07
Clerk II with Typing	14.08	14.52	14.97	15.43	
Clerk III	13.41	13.82	14.26	14.69	
Clerk III with Typing	13.41	13.82	14.26	14.69	
Clerk III with Typing - Library	12.80	13.20	13.60	13.88	
Clerk IV	12.25	12.63	13.03	13.43	
Clerk Typist	12.25	12.63	13.03	13.43	
Clerk Typist - Library	11.69	12.05	12.44	12.69	
College Junior Intern	6.86				
Communications Aide	17.29	17.82	18.39	18.96	
Coordinator of Duplicating & Supply	16.20	16.70	17.23	17.77	20.19
Counseling Specialist	18.40	18.97	19.57	20.19	
Crack Seal Program Inspector	9.98				
Crew Chief	12.45				
Day Camp Supervisor	10.12				
Dispatcher	13.99				
Dispatcher I/OEC	12.06	15.07	15.55		
Dispatcher II/OEC	12.85	16.06	16.57		
Electrical Inspector	17.86	18.41	18.99	19.59	
Employment Case Assistant	14.87	15.34	15.81		
Engineering Intern	10.37	11.60			
Exam Proctor	6.88				
Exam Supervisor	10.99				
Executive Assistant	19.61	20.22	20.87	21.52	
Firefighter Trainee	5.93	6.36			
Ground Equipment Operator	10.85				
Grounds Worker	7.50				
Human Resource Consultant	20.40	21.03	21.71	22.38	26.27
Interdepartmental Messenger	13.07	13.47	13.89	14.32	
Laborer	6.86				
Lead Stage Hand	14.79				
Legislative Aide		17.82	18.39	18.96	
Legislative Clerk		13.82	14.26	14.69	
Librarian I		16.51	17.04	17.58	17.93
Librarian II	18.11	18.69	19.28	19.67	
Library Assistant	15.47	15.98	16.48	16.81	
Library Page	5.15	5.65			
Lifeguard	7.81	8.10	8.45		
Lifeguard Captain	10.12	10.41	10.77		
Lifeguard Lieutenant	8.96	9.26	9.61		
Maintenance Mechanic	12.78	13.18			
Maintenance Worker	11.49	11.85	12.26	12.63	
Municipal Assistant	18.40	18.97	19.57	20.19	
Microfilm Equipment Operator	12.73	13.12	13.55	13.97	
Neighborhood Conservation Officer	17.86	18.41	18.99	19.59	
Neighborhood Conservation Officer Trainee	16.09	16.59	17.13	17.66	
Operations Worker	12.20	12.58	12.98	13.34	
Parking Monitor	12.62	13.01	13.43	13.84	
Parks Operations Worker	12.20	12.58	12.98	13.34	
Playground Supervisor	8.10				
Police Officer Trainee	5.15				

PERSONNEL SUMMARY
CITY OF ROCHESTER SALARY SCHEDULE

Part time, Temporary, and Seasonal Personnel
Effective July 1, 2003

Title	Step A	Step B	Step C	Step D	Step E
Pool Attendant	8.59				
Programmer Analyst	23.30	24.02	24.54		
Public Safety Aide	7.67				
Recreation Assistant	7.22	7.47	7.69		
Recreation Clerical Aide	7.03	7.23	7.46		
Retrieval Room Aide	6.90	7.12	7.35	7.50	
Rink Aide	6.94				
Rink Manager	10.20				
School Traffic Officer	8.72				
School Traffic Officer II	10.14				
Secretary	14.81	15.27	15.76	16.26	
Secretary to Deputy Mayor	18.40	18.97	19.57	20.19	
Security Guard	10.91	11.25	11.62	11.97	
Security Guard - Library	11.18	11.52	11.89	12.13	
Security Intern	8.12	8.74			
Senior Cashier	15.70	16.19	16.72	17.23	
Senior Personnel Analyst	19.61	20.22	20.87	21.52	
Senior Stenographer	13.60	14.02	14.46	14.92	
Senior Retrieval Room Aide	11.17	11.50	11.86	12.10	
Service Representative	14.42	14.87	15.34	15.81	
Shipping Aide	6.17	6.34	6.53	6.66	
Sr. Maintenance Mechanic/Mason	14.71	15.17	15.63	16.12	
Sr. Operations Worker	13.50	13.92	14.33	14.81	
Sr. Rigger	24.82				
Sr. Stagehand	12.29				
Summer Program Clerk	8.22				
Summer Program Coordinator	14.63				
Summer Program Monitor	10.07				
Summer Youth Supervisor	6.86				
Vending Inspector	11.62				
Victim Assistance Counselor	16.20	16.70	17.23	17.77	
Water Maintenance Worker	12.54	12.93			
Watershed Quality Aide	7.93		8.84		
Youth Worker	5.15				
Youth Services Assistant	12.80	13.20	13.60	13.88	
Youth Services Coordinator	15.47	15.98	16.48	16.81	

**ROCHESTER CITY SCHOOL DISTRICT
REVENUE SUMMARY
2003-04 BUDGET**

Revenue Category	2002-2003 Amended Budget	2002-2003 Estimate	2003-2004 Budget	\$ Change Fav. / (Unfav.)
GENERAL FUND				
>>>>STATE<<<<<				
Comprehensive Operating Aid	\$ 115,470,211	\$ 115,470,211	\$ 122,010,150	\$ 6,539,939
Academic Services	\$ 2,020,000	\$ 2,020,000	\$ -	\$ (2,020,000)
Gifted and Talented	\$ 195,901	\$ 195,901	\$ -	\$ (195,901)
Operating Standards Aid	\$ 7,132,183	\$ 7,132,183	\$ -	\$ (7,132,183)
Education Related Support	\$ 1,998,523	\$ 1,998,523	\$ 2,188,196	\$ 189,673
Extraordinary Needs	\$ 23,022,77	\$ 23,022,776	\$ 26,144,621	\$ 3,121,845
Limited English Proficiency	\$ 2,166,387	\$ 2,166,387	\$ 2,840,657	\$ 674,270
Growth Aid	\$ 138,735	\$ 138,735	\$ -	\$ (138,735)
Summer School-Regular Ed.	\$ 1,100,567	\$ 1,100,567	\$ 1,220,100	\$ 119,533
Special Services Aid	\$ 5,374,562	\$ 5,374,562	\$ 5,745,412	\$ 370,850
Special Education - Public Excess Cost Aid	\$ 55,522,476	\$ 56,735,457	\$ 62,417,771	\$ 5,682,314
Special Education - Private Excess Cost Aid	\$ 8,069,921	\$ 8,211,008	\$ 7,866,439	\$ (344,569)
Transportation (INCLUDING Summer school Trans.)	\$ 30,328,179	\$ 30,328,179	\$ 33,184,672	\$ 2,856,493
Computer Hardware Aid	\$ 554,599	\$ 554,599	\$ 594,522	\$ 39,923
Software, Library, & Textbook Aid	\$ 3,412,862	\$ 3,412,862	\$ 3,168,669	\$ (244,193)
Universal Pre-K	\$ 7,060,000	\$ 7,060,000	\$ 7,060,000	\$ -
Class Size Reduction	\$ 5,200,000	\$ 5,200,000	\$ 5,200,000	\$ -
Minor Maintenance & Repair	\$ 437,754	\$ 437,754	\$ 432,253	\$ (5,501)
Teacher Support Aid	\$ 1,076,000	\$ 1,076,000	\$ 1,076,000	\$ -
Subtotal - State	\$ 270,281,633	\$ 271,635,704	\$ 281,149,462	\$ 9,513,758
Reclassified State Revenue to Special Aid Fund				
Teacher Support Aid	\$ (1,076,000)	\$ (1,076,000)	\$ (1,076,000)	\$ 0
Maintenance & Repair	\$ (437,754)	\$ (437,754)	\$ (432,253)	\$ 5,501
Class Size Reduction	\$ (5,200,000)	\$ (5,200,000)	\$ (5,200,000)	\$ 0
Universal Pre-K	\$ (7,060,000)	\$ (7,060,000)	\$ (7,060,000)	\$ 0
Sub-Total Reclassified Revenue	\$ (13,773,754)	\$ (13,773,754)	\$ (13,768,253)	\$ 5,501
Subtotal - Adjusted Total State - RECURRING	\$ 256,507,879	\$ 257,861,950	\$ 267,381,209	\$ 9,519,259
(after reclassified state aid to grants)				
Building Aid				
Building Aid (estimate - not final)	\$ 14,857,629	\$ 14,770,374	\$ 13,381,909	\$ (1,388,465)
Building Aid Paid July 02 for 01-02 BANS & new Debt Service	\$ (2,114,867)	\$ (2,114,867)	\$ 0	\$ 2,114,867
Building Aid One Time Capital Outlay Grant	\$ 1,697,123	\$ 1,697,123	\$ 0	\$ (1,697,123)
Subtotal - Building Aid	\$ 14,439,885	\$ 14,352,630	\$ 13,381,909	\$ (970,721)

**ROCHESTER CITY SCHOOL DISTRICT
REVENUE SUMMARY
2003-04 BUDGET**

Revenue Category	2002-2003 Amended Budget	2002-2003 Estimate	2003-2004 Budget	\$ Change Fav. / (Unfav.)
<u>State - Other State Revenues</u>				
Full Day K*** (conversion aid - one-time only)	\$ 6,140,282	\$ 6,140,282	\$ 0	(6,140,282)
Appropriation Authority (no cash component)	\$ 20,000,000	\$ 20,000,000	\$ 8,833,744	(11,166,256)
Local Share Deduction for Certain Students	\$ (697,980)	\$ (712,242)	\$ (712,242)	0
Subtotal - Other State Revenues	\$ 25,442,302	\$ 25,428,040	\$ 8,121,502	(17,306,538)
Subtotal - Bldg Aid & Other State Revenues	\$ 39,882,187	\$ 39,780,670	\$ 21,503,411	(18,277,259)
<u>State Aid - Prior Year Adjustments</u>				
Prior Year's Aid Claim Payment	\$ 0	\$ 0	\$ 5,900,000	5,900,000
Prior Year Advance	\$ 700,000	\$ 700,000	\$ 700,000	0
Prior Year Aid Reduction - Contingency	\$ (1,111,191)	\$ (2,363,742)	\$ (1,500,000)	863,742
Prior Year Aid Reductions - 1998-99 & 1999-00	\$ (2,247,173)	\$ (2,247,173)	\$ 0	2,247,173
Prior Year Aid Payments - 1998-99 & 1999-00	\$ 1,384,654	\$ 1,384,654	\$ 0	(1,384,654)
Prior Year Aid Reduction (00/01 cash for 01/02 Build. Aid)	\$ (434,190)	\$ (434,190)	\$ 0	434,190
Subtotal - Prior Year Adjustments	\$ (1,707,900)	\$ (2,960,451)	\$ 5,100,000	8,060,451
Grand Total State (after Adjustments, Other & Misc.)	\$ 294,682,166	\$ 294,682,169	\$ 293,984,620	(697,549)
<u>>>>>CITY<<<<</u>				
BOE request of additional City Aid	-	-	-	-
Operating Aid including state funded STAR	\$ 126,100,000	\$ 126,100,000	\$ 126,100,000	0
Total - City	\$ 126,100,000	\$ 126,100,000	\$ 126,100,000	0
<u>>>>>Other Revenue Sources<<<<</u>				
Federal - Medicaid Reimbursement	\$ 5,983,916	\$ 5,983,916	\$ 5,983,916	0
<u>>>>>Local -Other<<<<</u>				
Indirect Costs	\$ 950,000	\$ 950,000	\$ 1,110,000	160,000
Nonresident Tuition	\$ 800,000	\$ 800,000	\$ 805,000	5,000
Rental and Use of Buildings	\$ 246,500	\$ 246,500	\$ 250,000	3,500
Sale of Obsolete Equipment	\$ 27,000	\$ 27,000	\$ 28,000	1,000
Fines and Forfeitures	\$ 3,000	\$ 3,000	\$ 2,000	(1,000)
Refunds - Prior Years	\$ 1,720,908	\$ 1,720,908	\$ 700,000	(1,020,908)
Student and Other Fees: Adult Education	\$ 44,000	\$ 44,000	\$ 45,000	1,000
Student and Other Fees: Music	\$ 12,000	\$ 12,000	\$ 11,500	(500)
Student and Other Fees: Miscellaneous	\$ 6,500	\$ 6,500	\$ 6,000	(500)
Earnings - Capital Fund Investments	\$ 575,000	\$ 575,000	\$ 775,000	200,000
Earnings - General Fund Investments	\$ 300,616	\$ 300,616	\$ 305,000	4,384
Premium - RAN	\$ 268,590	\$ 268,590	\$ 270,000	1,410
Total - Local Other	\$ 4,954,114	\$ 4,954,114	\$ 4,307,500	(646,614)
Appropriated Fund Balance for General fund	-	-	-	-
Total - GENERAL FUND Revenues	\$ 431,720,196	\$ 431,720,199	\$ 430,376,036	(1,344,163)

**ROCHESTER CITY SCHOOL DISTRICT
REVENUE SUMMARY
2003-04 BUDGET**

Revenue Category	2002-2003 Amended Budget	2002-2003 Estimate	2003-2004 Budget	\$ Change Fav. / (Unfav.)
GRANTS & SPECIAL AID FUND*				
>>>>State Sources<<<<<				
Teacher Support Grant	\$ 1,076,000	\$ 1,076,000	\$ 1,076,000	\$ 0
Maintenance & Repair	\$ 437,754	\$ 437,754	\$ 432,253	\$ (5,501)
Class Size Reduction	\$ 5,200,000	\$ 5,200,000	\$ 5,200,000	\$ 0
Universal Pre-Kindergarten	\$ 7,060,000	\$ 7,060,000	\$ 7,060,000	\$ 0
Subtotal - NYS Categorical Grants	\$ 13,773,754	\$ 13,773,754	\$ 13,768,253	\$ (5,501)
Other State Source Grants	\$ 36,373,106	\$ 36,007,587	\$ 34,564,758	\$ (1,442,829)
Total - State Grant Sources	\$ 50,146,860	\$ 49,781,341	\$ 48,333,011	\$ (1,448,330)
>>>>Federal Sources<<<<<				
	\$ 52,989,519	\$ 52,836,980	\$ 55,573,352	\$ 2,736,372
>>>>Local Sources<<<<<				
	\$ 3,482,909	\$ 3,513,060	\$ 3,382,874	\$ (130,186)
Total - GRANT & SPECIAL AID FUND Revenue	\$ 106,619,288	\$ 106,131,381	\$ 107,289,237	\$ 1,157,856
SCHOOL FOOD SERVICE FUND				
Appropriation from Food Service Fund Balance	\$ 335,215	\$ 335,215	\$ 0	\$ (335,215)
Total School Food Service	\$ 14,631,694	\$ 14,646,479	\$ 14,415,000	\$ (231,479)
Total - SCHOOL FOOD SERVICE FUND Revenue	\$ 14,966,909	\$ 14,981,694	\$ 14,415,000	\$ (566,694)
GRAND TOTAL ALL REVENUE - ALL FUNDS	\$ 553,306,393	\$ 552,833,274	\$ 552,080,273	\$ (753,001)

*2002-03 Amended Budget was adjusted for grants into appropriate revenue source. This has no impact on total grant revenue.

***Full Day Kindergarten is a one-time conversion payment in the school year districts' convert to a Full Day K program.

Rochester City School District

Expense Summary (All Funds)

	2001-2002 Actual	2002-03 Amended	2002 - 2003 Estimate	2003-2004 Budget	Variance
Salary Compensation					
Teacher Salary	178,514,021	171,096,785	171,485,682	170,575,314	910,368
Civil Service Salary	50,222,142	51,573,570	50,860,377	52,122,224	(1,261,847)
Administrator Salary	24,756,820	23,550,216	24,552,314	21,680,207	2,872,107
Paraprofessional Salary	11,537,699	12,795,686	12,650,304	12,725,656	(75,352)
Hourly Teachers	9,829,222	8,839,510	8,216,154	3,972,966	4,243,188
Sub Total - Salary Compensation	274,859,904	267,855,767	267,764,831	261,076,367	6,688,464
Other Compensation					
Substitute Cost	8,031,190	8,581,639	8,213,411	8,221,633	(8,222)
Teachers In Service	2,150,348	2,297,474	2,550,558	1,775,843	774,715
Overtime - Non Instructional Salary	1,819,061	1,533,435	1,904,217	1,134,001	770,216
Sub Total - Other Compensation	12,000,599	12,412,548	12,668,186	11,131,477	1,536,709
Employee Benefits					
Employee Benefits	59,511,006	71,484,803	73,033,453	77,341,821	(4,308,368)
VESA	379	5,613,698	5,618,682	7,515,943	(1,897,261)
Teacher Retirement System	698,157	926,903	926,903	6,357,339	(5,430,436)
Employer Retirement System	502,934	1,916,929	2,110,129	2,525,408	(415,279)
Sub Total - Employee Benefits	60,712,476	79,942,333	81,689,167	93,740,511	(12,051,344)
Total Compensation	347,572,979	360,210,648	362,122,184	365,948,355	(3,826,171)
Fixed Obligations With Variability					
Contracted Transportation	27,673,104	28,598,012	28,333,126	30,206,968	(1,873,842)
Special Education - Out of District	27,262,863	24,926,426	24,926,738	24,872,697	54,041
Charter Schools	12,741,493	15,401,728	15,308,302	17,998,567	(2,690,265)
Insurance - Non Employee	448,919	668,609	655,000	715,520	(60,520)
Sub Total of Fixed Obligations	68,126,379	69,594,775	69,223,166	73,793,752	(4,570,586)
Debt Service	35,275,359	27,161,249	27,179,794	30,627,061	(3,447,267)
Cash Capital Outlays					
Cash - Capital Expenditures	1,277,786	3,394,158	4,431,798	3,070,000	1,361,798
Textbooks	2,864,354	2,611,460	2,428,927	2,224,728	204,199
Equipment - Other than Buses	1,588,923	2,769,229	2,597,073	2,021,908	575,165
Computer Hardware - Instructional	492,074	754,775	788,061	659,143	128,918
Equipment - Buses	0	459,000	460,654	0	460,654
Library Books	334,797	528,425	568,489	405,078	163,411
Computer Hardware - Non-Instructional	124,488	253,048	708,203	319,143	389,060
Sub Total of Cash Capital Outlays	6,682,422	10,770,095	11,983,205	8,700,000	3,283,205

Rochester City School District

Expense Summary (All Funds)

	2001-2002 Actual	2002-03 Amended	2002 - 2003 Estimate	2003-2004 Budget	Variance
Facilities and Related					
Utilities	9,489,495	10,166,777	10,313,354	9,187,164	1,126,190
Supplies & Materials	8,114,209	7,695,475	6,972,436	6,659,701	312,735
Instructional Supplies	5,876,306	8,190,939	6,669,346	4,476,805	2,192,541
Service Contract & Equipment Repair	2,479,293	3,154,520	3,275,022	2,886,672	388,350
Rentals	3,806,856	3,748,336	3,498,119	3,218,082	280,037
Facilities Service Contracts	1,121,353	1,560,541	1,560,541	1,296,487	264,054
Maintenance & Repair Supplies	975,810	1,123,776	1,149,222	1,283,156	(133,934)
Postage & Printing/Advertising	943,806	1,184,151	1,237,680	1,109,649	128,031
Auto Supplies	576,384	620,419	740,362	677,519	62,843
Office Supplies	427,442	553,504	595,178	460,936	134,242
Custodial Supplies	484,896	476,838	541,849	436,013	105,836
Sub Total of Facilities and Related	34,295,850	38,475,276	36,553,109	31,692,184	4,860,925
Technology					
Computer Software - Instructional	589,925	395,319	426,314	699,495	(273,181)
Computer Software - Non- Instructional	83,454	90,371	84,969	79,720	5,249
Sub Total of Technology	673,379	485,690	511,283	779,215	(267,932)
All Other Variable Expenses					
Professional/Technical Services	9,405,808	18,410,894	16,777,025	17,423,754	(646,729)
Miscellaneous	2,320,217	3,314,350	2,777,574	2,610,465	167,109
Agency Clerical	2,703,158	2,799,461	3,660,741	2,598,030	1,062,711
Judgments & Claims	1,413,505	1,978,000	2,278,000	1,678,000	600,000
Grant Disallowances	7,912,269	3,545,671	3,545,672	2,500,000	1,045,672
Professional Development	970,827	1,516,071	1,598,985	1,287,617	311,368
Special Education Due Process & Compliance	314,603	886,000	464,322	616,138	(151,816)
Medicaid	4,094,428	2,991,958	2,991,958	2,991,958	0
Sub Total of Other Variable Expenses	29,134,815	35,442,405	34,094,277	31,705,962	2,388,315
Fund Balance Reserve	0	11,166,256	11,166,256	8,833,744	2,332,512
Total Non Compensation	174,188,204	193,095,746	190,711,090	186,131,918	4,579,172
Grand Total	521,761,183	553,306,394	552,833,274	552,080,273	753,001

Rochester City School District

Expense Summary (Fund A)

	2001-2002 Actual	2002-03 Amended	2002 - 2003 Estimate	2003-2004 Budget	Variance
Salary Compensation					
Teacher Salary	135,476,118	126,380,193	125,545,608	122,891,150	2,654,458
Civil Service Salary	40,146,125	40,884,614	39,726,155	40,191,294	(465,139)
Administrator Salary	21,482,176	19,802,474	20,238,736	15,914,489	4,324,247
Paraprofessional Salary	7,928,146	8,410,974	8,256,563	8,742,612	(486,049)
Hourly Teachers	3,646,949	3,391,561	2,826,148	1,741,723	1,084,425
Sub Total - Salary Compensation	208,679,514	198,869,816	196,593,210	189,481,268	7,111,942
Other Compensation					
Substitute Teachers Cost	7,347,755	8,184,398	7,875,766	7,964,295	(88,529)
Overtime - Non Instructional Salary	1,249,783	1,037,342	1,283,588	741,031	542,557
Teachers In Service	561,262	493,118	577,897	443,030	134,867
Sub Total - Other Compensation	9,158,800	9,714,858	9,737,251	9,148,356	588,895
Employee Benefits					
Employee Benefits	46,333,710	56,214,381	58,442,126	61,310,743	(2,868,617)
VESA	379	5,613,698	5,618,682	7,515,943	(1,897,261)
Teacher Retirement	698,157	926,903	926,903	6,357,339	(5,430,436)
Employer Retirement	458,152	1,846,929	1,846,929	2,370,408	(523,479)
Sub Total of Employee Benefits	47,490,398	64,601,911	66,834,640	77,554,433	(10,719,793)
Total Compensation	265,328,712	273,186,585	273,165,101	276,184,057	(3,018,956)
Fixed Obligations with Variability					
Contracted Transportation	26,988,930	28,002,367	27,754,083	29,696,097	(1,942,014)
Special Education - Out of District	24,928,679	23,345,658	23,345,658	23,154,097	191,561
Charter Schools	12,741,493	15,401,728	15,308,302	17,998,567	(2,690,265)
Insurance - Non Employee	448,919	668,609	655,000	715,520	(60,520)
Sub Total of Fixed Obligations	65,108,021	67,418,362	67,063,043	71,564,281	(4,501,238)
Debt Service	35,275,359	27,161,249	27,179,794	30,627,061	(3,447,267)
Cash Capital Outlays					
Cash - Capital Expenditures	1,277,786	3,394,158	4,431,798	3,070,000	1,361,798
Textbooks	2,379,749	2,583,853	2,378,920	2,177,028	201,892
Equipment - Other than Buses	922,902	2,218,905	2,052,246	1,386,722	665,524
Computer Hardware Instructional	487,429	754,775	778,061	659,143	118,918
Equipment - Buses	0	459,000	460,654	0	460,654
Library Books	334,797	526,349	566,413	404,760	161,653
Computer Hardware - Non-Instructional	68,355	186,376	655,756	263,950	391,806
Sub Total of Cash Capital Outlays	5,471,018	10,123,416	11,323,848	7,961,603	3,362,245

Rochester City School District

Expense Summary (Fund A)

	2001-2002 Actual	2002-03 Amended	2002 - 2003 Estimate	2003-2004 Budget	Variance
Facilities and Related					
Utilities	9,222,046	9,769,667	9,990,496	9,060,243	930,253
Instructional Supplies	2,837,519	5,145,022	2,531,032	2,202,044	328,988
Service Contract & Equipment Repair	2,265,027	2,926,799	2,993,132	2,630,186	362,946
Rentals	2,143,489	2,039,521	2,458,175	1,550,123	908,052
Facilities Service Contracts	1,121,353	1,402,287	1,402,287	1,196,487	205,800
Maintenance & Repair Supplies	975,810	939,276	964,722	1,083,156	(118,434)
Postage & Printing/Advertising	834,243	1,042,715	1,064,570	959,909	104,661
Auto Supplies	570,431	612,919	732,862	669,519	63,343
Supplies & Materials	444,773	436,166	446,025	385,385	60,640
Custodial Supplies	480,045	464,438	528,379	429,513	98,866
Office Supplies	343,534	371,822	368,696	307,197	61,499
Sub Total of Facilities and Related	21,238,270	25,150,632	23,480,376	20,473,762	3,006,614
Technology					
Computer Software - Instructional	589,925	383,503	390,480	687,835	(297,355)
Computer Software - Non- Instructional	40,792	26,540	52,891	35,350	17,541
Sub Total of Technology	630,717	410,043	443,371	723,185	(279,814)
All Other Variable Expenses					
Agency Clerical	2,617,579	2,649,601	3,509,220	2,465,406	1,043,814
Judgments & Claims	1,413,505	1,978,000	2,278,000	1,678,000	600,000
Professional/Technical Services	2,190,395	2,935,967	3,520,642	2,172,854	1,347,788
Grant Disallowances	7,912,269	3,545,672	3,545,672	2,500,000	1,045,672
Miscellaneous Services	582,208	1,170,671	686,317	720,923	(34,606)
Special Education Due Process & Compliance	314,603	886,000	464,322	616,138	(151,816)
Professional Development	577,199	945,787	902,277	863,064	39,213
Medicaid	4,094,428	2,991,958	2,991,958	2,991,958	0
Sub Total of All Other Variable Expenses	19,702,186	17,103,656	17,898,408	14,008,343	3,890,065
Fund Balance Reserve	0	11,166,256	11,166,256	8,833,744	2,332,512
Total Non Compensation	147,425,571	158,533,614	158,555,096	154,191,979	4,363,117
Grand Total	412,754,283	431,720,199	431,720,197	430,376,036	1,344,161

Rochester City School District

Expense Summary (Grant)

	2001-2002 Actual	2002-03 Amended	2002 - 2003 Estimate	2003-2004 Budget	Variance
Salary Compensation					
Teacher Salary	43,037,903	44,716,592	45,940,074	47,684,164	(1,744,090)
Hourly Teachers	6,182,273	5,447,949	5,390,006	2,231,243	3,158,763
Civil Service Salary	4,638,767	5,273,132	5,171,906	6,006,822	(834,916)
Paraprofessional Salary	3,609,553	4,384,712	4,393,741	3,983,044	410,697
Administrator Salary	3,274,644	3,747,742	4,313,578	5,765,718	(1,452,140)
Sub Total - Salary Compensation	60,743,140	63,570,127	65,209,305	65,670,991	(461,686)
Other Compensation					
Teachers In Service	1,589,086	1,804,356	1,972,661	1,332,813	639,848
Substitute Costs	683,435	397,241	337,645	257,338	80,307
Overtime - Non Instructional Salary	569,278	496,093	620,629	392,970	227,659
Sub Total - Other Compensation	2,841,799	2,697,690	2,930,935	1,983,121	947,814
Employee Benefits					
Employee Benefits	11,751,842	13,818,122	13,142,049	14,492,078	(1,350,029)
Sub Total of Employee Benefits	11,751,842	13,818,122	13,142,049	14,492,078	(1,350,029)
Total Compensation	75,336,781	80,085,939	81,282,289	82,146,190	(863,901)
Fixed Obligations with Variability					
Special Education - Out of District	2,334,184	1,580,768	1,581,080	1,718,600	(137,520)
Contracted Transportation	684,174	595,645	579,043	510,871	68,172
Sub Total of Fixed Obligations	3,018,358	2,176,413	2,160,123	2,229,471	(69,348)
Cash Capital Outlays					
Equipment - Other than Buses	529,249	400,324	450,827	475,186	(24,359)
Computer Hardware - Non-Instructional	56,098	65,672	51,447	51,193	254
Textbooks	484,605	27,607	50,007	47,700	2,307
Computer Hardware Instructional	4,645	0	10,000	0	10,000
Library Books	0	2,076	2,076	318	1,758
Sub Total of Cash Capital Outlays	1,074,597	495,679	564,357	574,397	(10,040)

Rochester City School District

Expense Summary (Grant)

	2001-2002 Actual	2002-03 Amended	2002 - 2003 Estimate	2003-2004 Budget	Variance
Facilities and Related					
Rentals	1,663,367	1,708,815	1,039,943	1,667,959	(628,016)
Instructional Supplies	<u>3,038,787</u>	<u>3,045,917</u>	<u>4,138,313</u>	<u>2,274,761</u>	<u>1,863,552</u>
Utilities	135,306	165,110	90,858	125,421	(34,563)
Office Supplies	76,690	169,682	214,482	143,739	70,743
Postage & Printing/Advertising	83,531	114,136	145,810	126,090	19,720
Supplies & Materials	80,882	186,924	187,911	154,974	32,937
Service Contract & Equipment Repair	56,992	64,721	56,890	54,486	2,404
Custodial Supplies	4,851	12,400	13,470	6,500	6,970
Facilities Service Contracts	0	158,254	158,254	100,000	58,254
Maintenance & Repair Supplies	0	184,500	184,500	200,000	(15,500)
Sub Total of Facilities and Related	5,140,406	5,810,459	6,230,431	4,853,930	1,376,501
Technology					
Computer Software - Non- Instructional	42,352	62,831	31,078	43,370	(12,292)
Computer Software - Instructional	0	11,816	35,834	11,660	24,174
Sub Total of Technology	42,352	74,647	66,912	55,030	11,882
All Other Variable Expenses					
Professional/Technical Services	7,206,563	15,466,927	13,242,383	15,216,900	(1,974,517)
Miscellaneous Services	1,365,660	1,793,079	1,740,657	1,659,142	81,515
Professional Development	387,442	566,284	692,708	421,553	271,155
Agency Clerical	85,579	149,860	151,521	132,624	18,897
Sub Total of All Other Variable Expenses	9,045,244	17,976,150	15,827,269	17,430,219	(1,602,950)
Total Non Compensation	18,320,957	26,533,348	24,849,092	25,143,047	(293,955)
Grand Total	93,657,738	106,619,287	106,131,381	107,289,237	(1,157,856)

Rochester City School District
Expense Summary (Lunch Fund)

	2001-2002 Actual	2002-03 Amended	2002 - 2003 Estimate	2003-2004 Budget	Variance
Salary Compensation					
Civil Service Salary	5,437,250	5,415,824	5,962,316	5,924,108	38,208
Sub Total - Salary Compensation	5,437,250	5,415,824	5,962,316	5,924,108	38,208
Employee Benefits					
Employee Benefits	1,425,454	1,452,300	1,449,278	1,539,000	(89,722)
Employer Retirement System	44,782	70,000	263,200	155,000	108,200
Sub Total of Employee Benefits	1,470,236	1,522,300	1,712,478	1,694,000	18,478
Total Compensation	6,907,486	6,938,124	7,674,794	7,618,108	56,686
Cash Capital Outlays					
Equipment - Other than Buses	136,772	150,000	94,000	160,000	(66,000)
Computer Hardware - Non-Instructional	35	1,000	1,000	4,000	(3,000)
Sub Total of Cash Capital Outlays	136,807	151,000	95,000	164,000	(69,000)
Facilities and Related					
Supplies & Materials	7,588,554	7,072,385	6,338,500	6,119,342	219,158
Service Contract & Equipment Repair	157,274	163,000	225,000	202,000	23,000
Postage & Printing/Advertising	26,032	27,300	27,300	23,650	3,650
Office Supplies	7,218	12,000	12,000	10,000	2,000
Auto Supplies	5,953	7,500	7,500	8,000	(500)
Utilities	132,143	232,000	232,000	1,500	230,500
Sub Total of Facilities and Related	7,917,174	7,514,185	6,842,300	6,364,492	477,808
Technology					
Computer Software - Non- Instructional	310	1,000	1,000	1,000	0
Sub Total of Technology	310	1,000	1,000	1,000	0
All Other Variable Expenses					
Miscellaneous Services	372,349	350,600	350,600	230,400	120,200
Professional/Technical Services	8,850	8,000	14,000	34,000	(20,000)
Professional Development	6,186	4,000	4,000	3,000	1,000
Agency Clerical	0	0	0	0	0
Sub Total of All Other Variable Expenses	387,385	362,600	368,600	267,400	101,200
Total Non Compensation	8,441,676	8,028,785	7,306,900	6,796,892	510,008
Grand Total	15,349,162	14,966,909	14,981,694	14,415,000	566,694

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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