

DEPARTMENT OF LAW

LEGAL ADMINISTRATIVE SERVICES	FUNCTION	1046
APPROPRIATIONS		\$ 3,135,328
FRINGES		\$ 602,201
TOTAL APPROPRIATIONS		<u>\$ 3,737,529</u>
REVENUE		\$ 226,323
NET		<u><u>\$ (3,511,206)</u></u>

DEPARTMENT OF LAW
Corporation Counsel 05-1046

GOALS

To provide comprehensive legal services to the Mayor, Common Council, Comptroller, City departments, agencies, the Board of Education and the Buffalo Sewer Authority, the Buffalo Water Board and the Buffalo Municipal Water Finance Authority.

1. To develop management systems and Departmental policies to ensure delivery of high quality legal services.
2. To modernize the Law Department in order to increase the efficiency of the daily operations
3. To increase intra departmental communication within City Hall

ACTIVITIES

1. Acts as counsel to the Mayor, Comptroller, Common Council, Comptroller, City departments, agencies, the Board of Education, the Buffalo Sewer Authority, the Buffalo Water Board and the Buffalo Municipal Water Finance Authority.
2. Prosecutes and/or defends all actions or proceedings brought by or against the City and its agencies.
3. Studies, reviews and submits opinions to City and its agencies.
4. Prepares reports and/or resolutions requested by the Common Council or its committees.
5. Prepares and approves as to form, ordinances and local laws.
6. Keeps informed on the conduct and operations of all franchised public utilities.
7. Reviews and prepares all bargaining contracts or memoranda of agreement with employee representatives.
8. Examines and approves title to all real property acquired by the City, conducts condemnation proceedings on land required for public use, and prepares papers and proceedings of sale of City owned property.
9. Advises on the taxability of property, defends Certiorari proceedings on assessment reductions, collects delinquent taxes through foreclosures, and prosecutes for monies due the City.
10. Prepares foreclosure sale at public auction.
11. Examines accounts receivable, particularly in the areas of back taxes and demolition costs, and makes efforts to collect outstanding monies on behalf of the City. Processes and investigates all claims against the City, past due accounts of all City departments, and various employee claims which are paid from the Judgment and Claims account.

WORK PROGRAM STATISTICS

	Actual 2006-2007	Actual 2007-2008	Estimate 2008-2009
GENERAL			
Opinions written	400	400	400
Contracts, lands, specifications, insurance Policies, etc.			
Approved as to form	1100	1100	1100
Not approved as to form	400	400	400

Leases, documents and contracts drawn	400	400	400
Ordinances drawn & Local Laws	150	150	150
Communications opinions, resolution and Motions for Common Council drawn	600	600	600
Hearings and proceedings	150	150	150
Article 78 Proceedings	40	45	45
Public Service Commission rate hearings and Proceedings	2	2	2
Regular & special council meetings	120	120	120
Regular & special committee meetings	95	95	95
Board of Education meetings	50	50	60
Board, agency and community meetings	30	30	30
Miscellaneous meetings and conferences	3003	3003	3003
Bid Openings	60	60	60
Small Claims	20	20	20
CITY COURT			
Violations – pleas and trials	1250	1250	1500
Cases sued – – collection of money owed the City	75	100	300
Eviction proceedings	20	200	350
Housing court appearances	1250	1250	1500
Civil trials	200	200	200
Pretrial cases	200	200	200
Examinations before trial	225	250	275
Criminal Cases	1500	1500	1500
Employee Labor Union Matters			
Arbitration hearings and proceedings	110	110	175
Hearings before Commissioner of Education	5	5	5
Hearings before P.E.R.B.	50	50	50
Disciplinary proceedings and hearings	10	10	30
Education Law 3020 Proceedings for	4	4	4
In Rem Proceedings			
Deeds Prepared & Recorded	800	1500	1500
Certification of Redemption	120	160	160
Application to cancel lien	10	10	10
Appellate Division – Fourth Department	2	2	4
Claims Division			

Claims filed against City	1200	1200	1200
Hearings	200	270	300
Investigations	1500	3000	3000
Summonses served	300	300	300
Open files reviewed	2000	2000	2000
Orders& Vouchers Prepared & Processed	400	400	400
Correspondence to Insurance Carriers	300	300	300
Phone Calls	1200	1200	1500
File Make-up & Indexing of Claims	1200	1200	1500
Incoming Correspondence Received & Processed	5500	5500	5500
Files Made	1200	1200	1200
Real Estate			
City and B.U.R.A. closings	900	900	900
Homestead closings	30	30	30
Leases	45	45	45
Real estate sales closed	70	75	75
Notices to Repair filed	0	0	0
Lis Pendis, Vacate filed	100	100	100
Mortgage discharges	4	4	4
Title Searches	4000	4000	4000
Demolitions			
Investigations and reviews	75	550	650
Lawsuits and judgments	20	350	450
Payment accounts and garnishees (new cases)	40	265	350
Closeouts and compromises	40	40	40
Board of Education			
Suspension hearings	15	15	15
Appeals to Commissioner of Education	3	3	3
Handicapped hearings	20	20	20
Workers' Compensation			
Lump sum settlements	10	10	10
Meetings and conferences	50	50	50
Third-Party Claim Collections			
Public works, light standards, etc.	50	50	50
Parks Department damaged trees, etc.	5	5	5
Water Department, hydrants, etc.	5	5	5
Various departments, debts owed, personal, Injury, etc	250	250	250
Insurance monies recovered	60	60	60
Buffalo Sewer Authority			
Interviews and investigations	20	20	20
Labor			

State Pension Disability Hearings	15	15	20
State Division of Human Rights			
Hearings	5	5	5
Complaints	50	50	50
Buffalo Municipal Water Finance			
Authority Bond Closings	2	2	2
Supreme Courts			
Non-Jury Trials	20	20	20
Jury Trials	8	8	8
Pre-trials	250	250	300
Examinations before trial	200	200	200
Class Actions	2	2	2
Special term motions	140	140	140
Appeals	20	20	20
Condemnations	5	5	5
U.S. Federal Court			
Cases tried	2	2	2
Segregation cases and appearances	0	0	0
Appealed or settled cases	30	30	30
Bankruptcy proceeding investigations	50	50	50
Federal Court appearances	60	60	60
Pre-trial cases	50	50	50
Examination before trial	17	17	17
Labor cases	10	10	10
Non-jury settlements	15	15	15
2 nd Circuit Court of Appeals	3	3	3
New York Court of Appeals			
Cases appealed	1	1	1
Certiorari Proceedings			
Filed	30	50	50
Actions	30	50	50
Motions	15	15	15
Briefs and Memoranda	15	15	15
Appraisals	25	60	75
County Court			
Notices of Appearance and Waiver	70	70	70
Motions	50	50	50
Appeals	3	3	3
Orders and Motions	40	40	40

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

1000 GENERAL FUND	2005-2006 ACTUAL AMOUNT	2006-2007 ACTUAL AMOUNT	2007-2008 ADOPTED BUDGET	2007-2008 REVISED BUDGET	2007-2008 YEAR TO DATE 07/02/2008	2008-2009 ADOPTED BUDGET

05 LAW						

1046 LEGAL ADMINISTRATIVE SERVICE						

PERSONAL SERVICES						

411001 ANNUAL SALARY	1,109,684.84	1,166,058.30	1,481,946.00	1,323,621.60	1,210,242.95	1,562,686.00
412002 HOURLY SALARY	5,571.28	14,448.32	15,000.00	15,000.00	9,000.08	15,000.00
413001 OVERTIME	190.53	9,407.26	.00	.00	542.35	.00
413003 ACTING TIME	1,473.63	1,018.50	1,736.54	1,736.54	147.74	.00
414001 LONGEVITY	10,975.00	9,726.37	10,575.00	10,575.00	10,175.00	10,575.00
414007 PERFECT ATTENDANCE INCENTIVE	10,070.31	9,679.96	11,021.00	11,021.00	.00	11,021.00
415001 AUTOMOBILE ALLOWANCE	2,745.00	2,742.00	2,226.00	2,226.00	2,232.00	2,226.00
TOTAL PERSONAL SERVICES	1,140,710.59	1,213,080.71	1,522,504.54	1,364,180.14	1,232,340.12	1,601,508.00

TRAVEL						

458001 TRANSPORTATION	280.32	100.04	370.00	202.24	201.65	370.00
458002 MEALS & LODGING	12.80	789.21	500.00	588.00	588.00	500.00
458003 REGISTRATION & MEMBERSHIP FE	130.00	1,364.00	2,250.00	2,210.00	2,210.00	2,250.00
TOTAL TRAVEL	423.12	2,253.25	3,120.00	3,000.24	2,999.65	3,120.00

SUPPLIES						

461001 OFFICE SUPPLIES	3,791.84	5,620.50	4,000.00	4,987.74	4,726.18	4,000.00
461002 CONTRACT VENDOR SUPPLIES	3,712.96	7,467.79	3,750.00	1,771.64	1,402.26	3,750.00
461005 PHOTO & DRAFTING SUPPLIES	459.18	438.23	460.00	709.84	709.75	460.00
461400 POSTAGE	19.15	.00	30.00	341.51	341.45	30.00
464000 PERIODICALS	24,026.42	34,158.02	37,480.00	46,112.65	43,622.33	36,000.00
TOTAL SUPPLIES	32,009.55	47,684.54	45,720.00	53,923.38	50,801.97	44,240.00

SERVICES						

432002 MEDICAL SERVICES	19,626.35	18,037.04	20,000.00	10,606.11	3,616.54	20,000.00
432003 LEGAL SERVICES	524,490.33	1,433,161.41	1,000,000.00	1,230,093.09	1,106,632.19	1,000,000.00
432004 ENGINEER & TECHNICAL SERVICE	9,023.67	30,033.31	40,000.00	13,108.02	12,946.43	25,000.00

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

1000 GENERAL FUND	2005-2006 ACTUAL AMOUNT	2006-2007 ACTUAL AMOUNT	2007-2008 ADOPTED BUDGET	2007-2008 REVISED BUDGET	2007-2008 YEAR TO DATE 07/02/2008	2008-2009 ADOPTED BUDGET
443301 MACHINERY & EQUIP REPAIRS	88.19	.00	160.00	.00	.00	160.00
454000 ADVERTISING	.00	.00	100.00	379.27	379.27	100.00
455000 PRINTING & BINDING	3,627.41	19,103.62	5,500.00	9,186.55	5,779.00	5,500.00
455100 INTERNAL PRINT SHOP	622.07	656.96	700.00	2,273.50	1,915.50	700.00
480000 OTHER SERVICES	317,053.56	418,411.81	435,000.00	453,702.64	453,475.33	435,000.00
490000 FREEZE FUNDS	.00	.00	.00	.01	.00	.00
TOTAL SERVICES	874,531.58	1,919,404.15	1,501,460.00	1,719,349.19	1,584,744.26	1,486,460.00
CAPITAL OUTLAY						
474100 EQUIPMENT	300.00	.00	.00	.00	.00	.00
474200 VEHICLES	.00	.00	.00	.00	.00	.00
TOTAL CAPITAL OUTLAY	300.00	.00	.00	.00	.00	.00
TOTAL 1046 LEGAL ADMINISTRATIVE SERVICE	2,047,974.84	3,182,422.65	3,072,804.54	3,140,452.95	2,870,886.00	3,135,328.00

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CITY OF BUFFALO
ADOPTED BUDGET REQUESTS

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BUDGET PROJECTION 20809 CITY OF BUFFALO BUDGET REQUESTS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	ADOPTED	PERCENT CHANGE
10546001411001	LAW	PS ANNUAL SAL	.00	.00	1,562,686.00	.00
	1000-05-1046-0000-1-00-0-40-411-001-					
		CORPORATION COUNSEL	1.00	86,145.00	86,145.00	
		SR DEPUTY CORPORATION COUNSEL	1.00	73,192.00	73,192.00	
		ASSISTANT CORPORATION COUNSELS @ STEP 3	4.00	62,555.00	250,220.00	
		ASSIST CORPORATION COUNSEL II @ step 4	3.00	65,954.00	197,862.00	
		ASSISTANT CORPORATION COUNSEL II @ STEP 4	1.00	65,954.00	65,954.00	
		ASSIST CORPORATION COUNSEL II @ step 5	3.00	69,357.00	208,071.00	
		ASSIST CORPORATION COUNSEL II A 088 Step 5	1.00	69,357.00	69,357.00	
		MUNICIPAL ATTORNEYS 3 @ STEP 3	3.00	49,930.00	149,790.00	
		MUNICIPAL ATTORNEY AT STEP 3	1.00	49,931.00	49,931.00	
		LEGAL STENOGRAPHER - @ STEP 5	1.00	33,897.00	33,897.00	
		LEGAL SECRETARY - 4 @ STEP 2	4.00	30,358.00	121,432.00	
		2 TYPISTS @ STEP 5	2.00	27,847.00	55,694.00	
		LEGAL INVESTIGATORS - 2 @ STEP 5	2.00	36,193.00	72,386.00	
		SPECIAL ASSISTANT TO CORP COUNSEL I010	1.00	30,232.00	30,232.00	
		PARALEGAL ASSISTANT A047 STEP 5	1.00	40,022.00	40,022.00	
		PARALEGAL ASSISTANT STEP 1 Work with Benefits / IOD	1.00	34,471.00	34,471.00	
		RESIDENCY INVESTIGATOR	1.00	39,030.00	39,030.00	
		Attrition	1.00	15,000.00	-15,000.00	
		BUDGET CEILING:			.00	
		TOTALS:	.00	.00	1,562,686.00	.00

DEPARTMENT OF LAW

ADMINISTRATIVE ADJUDICATION	FUNCTION	1052
APPROPRIATIONS	\$	168,195
FRINGES	\$	69,991
TOTAL APPROPRIATIONS	\$	<u>238,186</u>
REVENUE	\$	<u>28,250</u>
NET	\$	<u><u>(209,936)</u></u>

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

1000 GENERAL FUND	2005-2006 ACTUAL AMOUNT	2006-2007 ACTUAL AMOUNT	2007-2008 ADOPTED BUDGET	2007-2008 REVISED BUDGET	2007-2008 YEAR TO DATE 07/02/2008	2008-2009 ADOPTED BUDGET

1052 ADMIN ADJUD DIV GENERAL OFC						

PERSONAL SERVICES						

411001 ANNUAL SALARY	141,849.23	131,170.30	138,619.00	136,289.84	124,728.16	139,383.00
412002 HOURLY SALARY	13,125.75	4,303.75	10,560.00	4,760.00	4,152.50	10,560.00
413001 OVERTIME	.00	.00	150.00	150.00	.00	150.00
414001 LONGEVITY	2,835.00	2,046.40	2,175.00	2,175.00	2,825.00	3,150.00
414007 PERFECT ATTENDANCE INCENTIVE	1,161.92	1,181.06	676.00	676.00	.00	1,220.73
415001 AUTOMOBILE ALLOWANCE	36.00	12.00	.00	.00	.00	.00
415002 CLOTHING ALLOWANCE	200.00	.00	200.00	200.00	50.00	150.00
TOTAL PERSONAL SERVICES	159,207.90	138,713.51	152,380.00	144,250.84	131,755.66	154,613.73

SUPPLIES						

461002 CONTRACT VENDOR SUPPLIES	505.53	444.08	450.00	430.36	430.36	450.00
461005 PHOTO & DRAFTING SUPPLIES	.00	489.53	40.00	.00	.00	.00
461201 CLOTHING & UNIFORMS	.00	.00	195.60	331.10	331.10	305.70
461400 POSTAGE	7.40	.00	20.00	.00	.00	.00
TOTAL SUPPLIES	512.93	933.61	705.60	761.46	761.46	755.70

SERVICES						

432001 AUDITING SERVICES	4,510.07	5,024.64	3,500.00	12,826.07	12,826.07	6,000.00
443303 VEHICLE DRIVETRAIN REPAIRS	300.00	.00	300.00	.00	.00	300.00
443400 EQUIP MAINTENANCE CONTRACTS	574.00	579.00	579.00	584.25	584.25	1,920.25
455000 PRINTING & BINDING	1,749.00	4,200.00	4,355.00	4,305.00	4,303.75	4,355.00
455100 INTERNAL PRINT SHOP	177.48	246.46	250.00	233.08	233.08	250.00
480000 OTHER SERVICES	102.15	27.78	275.00	.00	.00	.00
490000 FREEZE FUNDS	.00	.00	.00	.00	.00	.00
TOTAL SERVICES	7,412.70	10,077.88	9,259.00	17,948.40	17,947.15	12,825.25
TOTAL 1052 ADMIN ADJUD DIV GENERAL OFC	167,133.53	149,725.00	162,344.60	162,960.70	150,464.27	168,194.68
TOTAL 05 LAW	2,215,108.37	3,332,147.65	3,235,149.14	3,303,413.65	3,021,350.27	3,303,522.68

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CITY OF BUFFALO
ADOPTED BUDGET REQUESTS

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BUDGET PROJECTION 20809 CITY OF BUFFALO BUDGET REQUESTS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	ADOPTED	PERCENT CHANGE
10552001411001		LAW ADJUD PS ANNUAL SAL	.00	.00	139,383.00	.00
	1000-05-1052-0000-1-00-0-40-411-001-	LEGAL AIDE BUREAU ADMIN ADJUD A005 -	1.00	29,269.00	29,269.00	
		Step 5				
		ASSIST DIR ADMIN ADJUDICATION A064 STEP	1.00	45,884.00	45,884.00	
		5				
		ASSISTANT COLLECTION OFFICER B041 -	1.00	37,761.00	37,761.00	
		STEP 5				
		ORDINANCE COMPLIANCE OFFICER 5340 -	1.00	26,469.00	26,469.00	
		STEP 1				
		BUDGET CEILING:			.00	
		TOTALS:	.00	.00	139,383.00	.00