

## DEPARTMENT OF LAW

<b>LEGAL ADMINISTRATIVE SERVICES</b>	<b>FUNCTION</b>	<b>1046</b>
APPROPRIATIONS	\$	3,315,028
FRINGES	\$	974,613
TOTAL APPROPRIATIONS	\$	<u>4,289,641</u>
REVENUE	\$	506,100
NET	\$	<u><u>(3,783,541)</u></u>

**DEPARTMENT OF LAW**  
**Corporation Counsel**  
**Division #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.

**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; prepares foreclosure sale at public auction.
10. 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.
11. Collects reimbursements on 207 a and c distributions. Collects and prosecutes claims for property damage to City owned property.

**Work Program Statistics**

	<b>Actual 2012-2013</b>	<b>Estimate 2013-2014</b>
Litigation Matters	1,420	1,450
Contract Transactional Matters	3,240	3,400
In Rem-Court Cases Heard	2,480	2,650
Housing Court Cases Heard	867	950
Tax and Assessment--	335	380
Board of Education	167	180
Claims-New for Fiscal Year	800	830
Land Use and Development	135	150
Labor	708	750
Adm-Legal Opinions	375	425

CITY OF BUFFALO  
 CITY OF BUFFALO - GENERAL FUND  
 2013-2014 ADOPTED BUDGET

1000 GENERAL FUND	2009-2010 ACTUAL AMOUNT	2010-2011 ACTUAL AMOUNT	2011-2012 ACTUAL AMOUNT	2012-2013 ADOPTED BUDGET	2012-2013 YEAR TO DATE 05/29/2013	2013-2014 ADOPTED BUDGET
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05 LAW						
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1046 LEGAL ADMINISTRATIVE SERVICE						
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10546001 LEGAL ADMINISTRATIVE SERV						
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411001 ANNUAL SALARY	1,483,836.90	1,593,200.25	1,677,658.04	1,997,722.00	1,473,365.58	2,013,881.00
412002 HOURLY SALARY	11,496.00	7,596.80	10,801.17	24,785.00	27,355.74	24,785.00
413001 OVERTIME	7,637.27	6,317.08	8,333.17	.00	2,047.17	.00
413003 ACTING TIME	13,155.42	14,475.37	11,317.70	10,000.00	.00	10,000.00
414001 LONGEVITY	11,300.00	15,176.10	14,275.00	16,850.00	16,233.69	17,600.00
414007 PERFECT ATTENDANCE INCENTIVE	15,279.45	16,589.80	14,764.83	11,692.00	768.65	11,692.00
415001 AUTOMOBILE ALLOWANCE	3,438.00	3,654.00	3,222.00	3,420.00	2,718.00	3,420.00
TOTAL 10546001 LEGAL ADMINISTRATIVE SERV	1,546,143.04	1,657,009.40	1,740,371.91	2,064,469.00	1,522,488.83	2,081,378.00
10546004 LEGAL ADMINISTRATIVE SERV						
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458001 TRANSPORTATION	.00	70.69	.00	100.00	22.76	50.00
458002 MEALS & LODGING	.00	.00	.00	.00	.00	.00
458003 REGISTRATION & MEMBERSHIP FE	.00	240.00	.00	240.00	.00	150.00
TOTAL 10546004 LEGAL ADMINISTRATIVE SERV	.00	310.69	.00	340.00	22.76	200.00
10546005 LEGAL ADMINISTRATIVE SERV						
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461001 OFFICE SUPPLIES	6,175.37	5,423.38	4,584.94	3,400.00	3,703.69	3,400.00
461002 CONTRACT VENDOR SUPPLIES	.00	.00	.00	1,000.00	.00	500.00
461005 PHOTO & DRAFTING SUPPLIES	.00	.00	.00	260.00	.00	100.00
461400 POSTAGE	.00	191.67	167.85	99.00	.00	50.00
464000 PERIODICALS	44,837.31	47,175.29	21,160.08	24,000.00	16,705.44	20,000.00
TOTAL 10546005 LEGAL ADMINISTRATIVE SERV	51,012.68	52,790.34	25,912.87	28,759.00	20,409.13	24,050.00
10546006 LEGAL ADMINISTRATIVE SERV						
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432002 MEDICAL SERVICES	19,569.23	29,417.07	15,513.12	20,000.00	15,141.47	17,000.00
432003 LEGAL SERVICES	854,225.75	1,161,562.52	1,856,219.53	800,000.00	767,639.66	800,000.00
432004 ENGINEER & TECHNICAL SERVICE	7,400.00	14,000.00	.00	128,000.00	5,000.00	40,000.00

CITY OF BUFFALO  
 CITY OF BUFFALO - GENERAL FUND  
 2013-2014 ADOPTED BUDGET

1000 GENERAL FUND	2009-2010 ACTUAL AMOUNT	2010-2011 ACTUAL AMOUNT	2011-2012 ACTUAL AMOUNT	2012-2013 ADOPTED BUDGET	2012-2013 YEAR TO DATE 05/29/2013	2013-2014 ADOPTED BUDGET
443301 MACHINERY & EQUIP REPAIRS	.00	.00	.00	.00	.00	.00
454000 ADVERTISING	1,656.06	281.92	.00	500.00	.00	500.00
455000 PRINTING & BINDING	.00	297.00	6,603.05	1,000.00	1,040.80	1,000.00
455100 INTERNAL PRINT SHOP	205.42	806.50	959.60	900.00	672.08	900.00
480000 OTHER SERVICES	475,049.35	470,244.73	164,330.62	425,000.00	7,012.28	350,000.00
490000 FREEZE FUNDS	.00	.00	.00	.00	.00	.00
TOTAL 10546006 LEGAL ADMINISTRATIVE SERV	1,358,105.81	1,676,609.74	2,043,625.92	1,375,400.00	796,506.29	1,209,400.00
10546007 LEGAL ADMINISTRATIVE SERV						
474100 EQUIPMENT	.00	.00	.00	.00	.00	.00
474200 VEHICLES	.00	.00	.00	.00	.00	.00
TOTAL 10546007 LEGAL ADMINISTRATIVE SERV	.00	.00	.00	.00	.00	.00
TOTAL 1046 LEGAL ADMINISTRATIVE SERVICE	2,955,261.53	3,386,720.17	3,809,910.70	3,468,968.00	2,339,427.01	3,315,028.00

BUDGET PROJECTION 21314 CITY OF BUFFALO 2013-2014 BUDGET PROJECTION

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	ADOPTED	PERCENT CHANGE
10546001411001	LAW	PS ANNUAL SAL	1,997,722.00	.00	2,013,881.00	.81
	1000-05-1046-0000-1-00-0-40-411-001-					
		CORPORATION COUNSEL IO 67 STP 5	1.00	99,143.00	99,143.00	
		SR DEPUTY CORPORATION COUNSEL IO 34 STP 5	1.00	84,564.00	84,564.00	
		ASSISTANT CORPORATION COUNSEL II - 9 @ step 5 A O88	9.00	80,247.00	722,223.00	
		ASSIST CORPORATION COUNSEL II @STEP 15 AO88	1.00	75,143.00	75,143.00	
		MUNICIPAL ATTORNEYS 3@ STEP 4 (A-1)O77	3.00	58,383.00	175,149.00	
		MUNICIPAL ATTORNEY AT STEP 5 (A-1)O77	1.00	63,211.00	63,211.00	
		LEGAL SECRETARY - 5 @ STEP 5 AO22	5.00	40,337.00	201,685.00	
		2 TYPISTS @ STEP 5 A OO2	2.00	33,526.00	67,052.00	
		LEGAL INVESTIGATORS - 2 @ STEP 5 A032	2.00	42,921.00	85,842.00	
		SPECIAL ASSISTANT TO CORP COUNSEL IO 10	1.00	36,212.00	36,212.00	
		PARALEGAL ASSISTANT A047 STEP 5	1.00	47,232.00	47,232.00	
		Paralegal Assistant @ Step 5 (A-1) 47	1.00	45,149.00	45,149.00	
		Director of Employee Relations (I109)	1.00	80,000.00	80,000.00	
		Deputy Corporation Counsel (Schedule I) senior special assistant	1.00	82,326.00	82,326.00	
		Asst. Corp. Counsel - Muni (A 077) Step 1	1.00	41,578.00	41,578.00	
			2.00	53,686.00	107,372.00	
		BUDGET CEILING:			1,997,722.00	
		TOTALS:	1,997,722.00	.00	2,013,881.00	.81

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

## DEPARTMENT OF LAW

<b>ADMINISTRATIVE ADJUDICATION</b>	<b>FUNCTION</b>	<b>1052</b>
APPROPRIATIONS	\$	161,607
FRINGES	\$	75,866
TOTAL APPROPRIATIONS	\$	<u>237,473</u>
REVENUE	\$	<u>30,750</u>
NET	\$	<u>(206,723)</u>

**DEPARTMENT OF LAW**  
**Administrative Adjudication**  
**Division #05-1052**

**Goals**

Our department continues to strive toward improving and expanding our job performance through updated technology, streamlined operations and improved tracking and measurement functions. Additionally, we will strive toward improving quality of life issues by working with issuing departments to effect proper issuance of summonses and enforcement capabilities.

1. Set up and conduct training sessions with issuing officers on the proper issuance of summonses with a goal toward improving the effectiveness of the summonses, improving compliance of violations and hearing outcomes.
2. Expand violations to be cited by Inspections Dept through the adjudication summons system, removing lesser “one-shot” violations from housing court and allowing the severe violations to be handled more effectively in housing court.
3. Work with MIS and Biels to expand our imaging capabilities to include scanning of additional documents to further streamline operations.
4. Work with MIS and Hansen to determine if our current Access database should be updated to the Hansen system to allow us to share information electronically and more seamlessly with other City departments, thereby improving the effectiveness of summonses and compliance with ordinances.

Based on our preliminary review of the Hansen capabilities it appears that we can accomplish the following:

- Individuals or properties can be flagged, notifying departments that they have outstanding fines that must be paid prior to approving licenses or permits, disbursing refunds or claim settlements, or allowing individuals to purchase properties at auction.
  - The Inspections Department has tightened up their enforcement processes to include giving a warning, issuing summonses and building a housing court case for continued noncompliance. The Hansen system will help our departments to better communicate necessary information and documentation to support housing court cases and to improve our hearing outcomes.
  - Currently, notices go out in batches according to a set schedule, creating spikes in phone and walk-in inquiries. With the Hansen system, we hope automatically generate late notices when each summons becomes delinquent, rather than batching them together on a set schedule, improving our collection rate and reducing the spikes in inquiries.
  - Improve efficiency of processing summonses, payments and hearing requests, increasing revenues.
  - Improve our billing process and collection effort.
  - Web-based system will allow respondents to track status of a summons.
5. In an effort to maximize collection efforts of summonses that have reached maturity, we are in the process of transferring outstanding balances to the Collections Department for internal collection and monitoring of accounts, as well as continued referral to an outside collection agency.

## Activities

1. Purchase, maintain, inventory and distribute Adjudication summonses to various city departments, including Street Sanitation, Police, License, Inspections, Dogs and Fire.
2. Update summonses as necessary to ensure that changes to fine structures and ordinances are accurate, as well as appropriate changes to improve sufficiency.
3. Research and update ordinances for municipal code violations.
4. Coordinate enforcement of municipal code violations with Public Works, Fire, License, Inspections, Dogs and Police Departments and other departments as appropriate, meeting with departments to determine methods to improve quality of life in the City.
5. Enter and mail summonses issued by various city departments in accordance with legal requirements.
6. Compile and maintain complete and accurate records relating to all charges, dispositions and associated activities relating to summonses, avoidable alarms, excessive call back fees and license revocation hearings.
7. Process late notices and answer within a reasonable period of time, all relevant phone, walk-in or mail inquiries regarding summonses issued by various departments.
8. Process payments of fines, including entering into payment plans; research payments sent in with insufficient information; reconcile payment errors from treasury and process appeal payments, appeal refunds and transfers and refunds for overpayment of summonses.
9. Accept pleas and set up and conduct hearings of Adjudication summonses issued for city code violations, including coordinating of appearances of witnesses, police officers and ticket writers as necessary to improve disposition of hearings.
10. Research illegal dumping allegations, compile information from witnesses and issuing officers, and coordinate attendance at hearing of witnesses, issuing officers, attorneys and Corporation Counsel.
11. Process appeal applications and conduct hearings before an Appeals Panel.
12. Enter and process notices for failure to appear at scheduled hearings.
13. Accept testimony and to hear and determine disposition of fee disputes for excessive avoidable alarms and inspection excessive call back fees and answer within a reasonable time all relevant inquiries by an individual or business with respect to dispositions.
14. Work with Law Department and License Department to conduct License Revocation Hearings.
15. Research Mayor's Call & Resolution Center complaints and respond to same as appropriate.
16. Maintain Tote Waiver system, including processing tote waiver applications and supporting documents and coordinating issuance of tote waiver stickers with Public Works.
17. Work with various departments to collect outstanding judgments from In Rem foreclosure, to include collecting outstanding judgments from individuals purchasing properties at auction.
18. Work with Collections Department and Mercantile Adjustment Bureau with regard to referrals of outstanding summonses.
19. Research mail returns without forwarding addresses.
20. Work with MIS on proper operation of various operating systems within department, including updating technology to meet needs of department.
21. Compile status and budgetary reports as necessary.
22. Perform general office functions, including payroll entry, requisition entries and/or research and tracking of purchase orders and other accounting tasks, including balancing Mercantile billings.



**Work Program Statistics**

Once a summons has been issued, the issuing department turns the summons over to Administrative Adjudication for handling. Our department processes and maintains the summonses and supporting documents, handles all phone inquiries, correspondence, payments, refunds, hearing requests, hearings, appeals, late notices, complaints, council requests, and collection efforts. Our department also handles waiver requests for Avoidable Alarm Fees and \$75 Excessive Call Back Inspection Fees, as well as conducting License Revocation Hearings and processing tote waiver applications. Following are the work program statistics for our department:

**Summonses Issued and Revenues Received during FY by Issuing Department:**

<b>Issuing Department</b>	<b>2011-2012 Summonses Issued</b>	<b>Actual Revenues Received*</b>	<b>2012-2013 Summonses Issued</b>	<b>(1<sup>st</sup> Half) Revenues Received*</b>	<b>2013-2014 Summonses Issued</b>	<b>Projections Revenues Received*</b>
Ordinance Compliance Officer	0	\$1,700	0	\$ 321	0	600
Street Sanitation	1,850	\$101,229	650	\$45,975	1500	90,500
Police Department	8230	\$339,279	7,000	\$211,349	15,800	\$452,000
License Department	45	\$4,830	23	\$7,146	50	\$14,000
Inspections Department	1,015	\$67,629	310	\$21,419	600	\$42,000
Dog Summons (Exp. License)	96	\$2,675	16	\$425	50	\$800
Fire Prevention	1	\$100	0	\$1,120	0	\$100
<b>TOTALS:</b>	<b>11,237</b>	<b>\$ 517,441</b>	<b>8,000</b>	<b>\$ 288,875</b>	<b>18,000</b>	<b>\$ 600,000</b>

**\*Revenues Received are actual revenues collected during fiscal year, which include revenues received for summonses issued during previous fiscal years.**

**Number of Summonses Adjudicated (Hearings Held):**

	<b>Actual 2011-2012</b>	<b>Actual 1<sup>st</sup> Half 2012-2013</b>
Street Sanitation Department	530	226
Police Department	1747	1271
License Department	36	2
Inspections Department	299	142
Dog Summons (Exp License)	2	9
Fire Prevention	0	0
<b>TOTALS</b>	<b>2,614</b>	<b>1650</b>

**Notices Generated:**

Summons Notice	9868	7254
First (Late Notice)	5195	4653
Alertograms	3967	2943
Final Notices	3516	7078
Hearing Notices	2579	2575
FA Notices	718	629
<b>TOTALS</b>	<b>25,843</b>	<b>19132</b>

Number of Appeals	38	64
Number of License Revocations Hearings	2	4
Number of Avoidable Alarm Hearings	13	24
Summonses Referred to Mercantile Adjustment	3222	4869
Refunds/Transfers/Clearances Processed	24	17
Number of Summons Payments Processed	5294	4193
Tote Waiver Applications Processed	343	48
Number of Summons Payments Processed	8058	3571

**Administrative Adjudication (Civil Service) Manpower:**

1 Assistant Director; 1 Legal Aid; 1 Legal Secretary

**Number of Summons Adjudicated (Hearings Held):**

	Actual 2011-2012	Actual 1 <sup>st</sup> Half 2012-2013
Street Sanitation Department	530	226
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<b>TOTALS</b>	<b>25,843</b>	<b>19,132</b>
Number of Appeals	38	64
Number of License Revocations Hearings	2	4
Number of Avoidable Alarm Hearings	13	24
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CITY OF BUFFALO  
CITY OF BUFFALO - GENERAL FUND  
2013-2014 ADOPTED BUDGET

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1052 ADMIN ADJUD DIV GENERAL OFC						
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10552001 LAW ADJUD PS						
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411001 ANNUAL SALARY	91,544.48	119,851.00	118,585.29	126,750.00	101,258.88	127,045.00
412002 HOURLY SALARY	7,411.25	6,943.75	5,032.50	9,130.00	5,995.00	11,880.00
413001 OVERTIME	12,559.09	4,072.46	3,104.73	5,000.00	2,087.89	4,000.00
413003 ACTING TIME	.00	340.66	.00	.00	518.93	.00
414001 LONGEVITY	3,475.00	1,953.77	1,050.00	1,450.00	1,450.00	1,450.00
414007 PERFECT ATTENDANCE INCENTIVE	1,369.00	257.80	258.79	1,471.88	.00	1,471.88
415001 AUTOMOBILE ALLOWANCE	.00	.00	.00	.00	.00	.00
415002 CLOTHING ALLOWANCE	.00	.00	.00	.00	.00	.00
TOTAL 10552001 LAW ADJUD PS	116,358.82	133,419.44	128,031.31	143,801.88	111,310.70	145,846.88
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10552005 LAW ADJUD SP						
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461002 CONTRACT VENDOR SUPPLIES	657.26	.00	238.25	400.00	386.45	300.00
461005 PHOTO & DRAFTING SUPPLIES	.00	.00	.00	.00	.00	.00
461201 CLOTHING & UNIFORMS	.00	.00	.00	.00	.00	.00
461400 POSTAGE	.00	.00	.00	.00	.00	.00
TOTAL 10552005 LAW ADJUD SP	657.26	.00	238.25	400.00	386.45	300.00
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10552006 LAW ADJUD SV						
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432001 AUDITING SERVICES	12,329.71	2,958.15	.00	.00	.00	.00
434003 COLLECTION AGENCY FEES	.00	15,808.61	5,363.16	10,000.00	16,899.91	10,000.00
443303 VEHICLE DRIVETRAIN REPAIRS	.00	.00	.00	.00	.00	.00
443400 EQUIP MAINTENANCE CONTRACTS	2,207.70	1,198.01	105.00	1,673.00	1,260.00	1,260.00
455000 PRINTING & BINDING	4,867.88	4,353.73	.00	4,034.00	4,821.25	4,000.00
455100 INTERNAL PRINT SHOP	305.80	399.20	60.00	400.00	6.25	200.00
480000 OTHER SERVICES	.00	258.50	.00	1,000.00	.00	.00
490000 FREEZE FUNDS	.00	.00	.00	.00	.00	.00
TOTAL 10552006 LAW ADJUD SV	19,711.09	24,976.20	5,528.16	17,107.00	22,987.41	15,460.00
TOTAL 1052 ADMIN ADJUD DIV GENERAL OFC	136,727.17	158,395.64	133,797.72	161,308.88	134,684.56	161,606.88
TOTAL 05 LAW	3,091,988.70	3,545,115.81	3,943,708.42	3,630,276.88	2,474,111.57	3,476,634.88

BUDGET PROJECTION 21314 CITY OF BUFFALO 2013-2014 BUDGET PROJECTION

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	ADOPTED	PERCENT CHANGE
10552001411001		LAW ADJUD PS ANNUAL SAL	126,750.00	.00	127,045.00	.23
	1000-05-1052-0000-1-00-0-40-411-001-	LEGAL AIDE BUREAU ADMIN ADJUD (A-1 )005	1.00	32,879.00	32,879.00	
		- Step 3				
		ASSIST DIR ADMIN ADJUDICATION A064 STEP	1.00	53,829.00	53,829.00	
		5				
		LEGAL SECRETARY A022 - STEP 5	1.00	40,337.00	40,337.00	
		BUDGET CEILING:			126,750.00	
		TOTALS:	126,750.00	.00	127,045.00	.23

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