

DEPARTMENT OF LAW

LEGAL ADMINISTRATIVE SERVICES	FUNCTION	1046
APPROPRIATIONS	\$	3,601,500
FRINGES	\$	1,178,371
TOTAL APPROPRIATIONS	\$	<u>4,779,871</u>
REVENUE	\$	556,100
NET	\$	<u><u>(4,223,771)</u></u>

DEPARTMENT OF LAW

Corporate Counsel

Division# 05-1046

Goals

To provide comprehensive legal services to the Mayor, Common Council, Comptroller, City departments, agencies, the Board of Education and 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, City departments, agencies, the Board of Education, 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 requires 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 delinquents 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 Judgement and Claims account.
11. Collects reimbursements on 207 a and c distributions. Collects and prosecutes clams for property damage to City owned property.

Corporate Counsel
Division# 05-1046

Work Program Statistics

	Actual 2015-2016	Projection 2016-2017	Estimate 2017-2018
Litigation Matters	1,525	2,000	2,300
Contract Transactional Matters	3,750	4,200	6,250
In REM-Court Cases Heard	2,700	3,200	3,500
Housing Court Cases Heard	1,025	1,050	4,200
Tax and Assessment	410	425	440
Board of Education	190	195	205
Claims-New for Fiscal Year	910	925	940
Land Use and Development	215	305	515
Labor	765	800	955
Adm-Legal Options	440	450	550



City of Buffalo
 Adopted Budget 2017-2018
 General Fund

	2015-2016 Actual Amount	2016-2017 Adopted Budget	2016-2017 Revised Budget	2016-2017 Year To Date 5/31/2017	2017-2018 Adopted Budget
1046 LEGAL ADMINISTRATIVE SERVICE TOTAL	3,300,759.03	3,721,317.00	3,726,277.91	3,055,828.28	3,601,500.00
10546001 LEGAL ADMINISTRATIVE SERV PS	2,125,057.22	2,509,017.00	2,409,017.00	1,858,310.04	2,414,405.00
411001 ANNUAL SALARY	2,056,627.01	2,437,992.00	2,337,992.00	1,821,618.28	2,355,880.00
412002 HOURLY SALARY	11,389.67	25,000.00	25,000.00	10,858.18	15,000.00
413001 OVERTIME	17,297.28	1,000.00	1,000.00	1,905.47	1,000.00
414001 LONGEVITY	13,843.77	17,825.00	17,825.00	15,075.00	15,325.00
414007 PERFECT ATTENDANCE INCENTIVE	16,799.81	18,200.00	18,200.00	602.07	18,200.00
414028 VACATION BUYOUT	5,818.28	6,000.00	6,000.00	4,720.34	6,000.00
415001 AUTOMOBILE ALLOWANCE	3,281.40	3,000.00	3,000.00	3,530.70	3,000.00
10546004 LEGAL ADMINISTRATIVE SERV TR	0.00	350.00	350.00	0.00	1,900.00
458001 TRANSPORTATION	0.00	50.00	50.00	0.00	500.00
458002 MEALS & LODGING	0.00	150.00	150.00	0.00	150.00
458003 REGISTRATION & MEMBERSHIP FEES	0.00	150.00	150.00	0.00	1,250.00
10546005 LEGAL ADMINISTRATIVE SERV SP	19,061.53	19,050.00	20,011.79	18,893.31	21,395.00
461001 OFFICE SUPPLIES	3,740.25	3,000.00	3,961.79	3,622.65	3,000.00
461400 POSTAGE	17.75	50.00	50.00	0.00	50.00
464000 PERIODICALS	15,303.53	16,000.00	16,000.00	15,270.66	18,345.00
10546006 LEGAL ADMINISTRATIVE SERV SV	1,156,640.28	1,192,900.00	1,296,899.12	1,178,624.93	1,163,800.00
432002 MEDICAL SERVICES	11,212.30	16,000.00	16,000.00	8,929.10	12,000.00
432003 LEGAL SERVICES	934,821.46	850,000.00	954,280.96	868,017.59	850,000.00
432004 ENGINEER & TECHNICAL SERVICES	34,464.12	25,000.00	23,285.00	7,875.17	25,000.00
455000 PRINTING & BINDING	798.69	1,000.00	1,550.81	1,536.58	800.00
455100 INTERNAL PRINT SHOP	1,106.48	900.00	1,782.35	719.88	1,000.00
456000 OTHER SERVICES	174,098.23	300,000.00	300,000.00	291,546.61	275,000.00
480000 OTHER SERVICES	139.00	0.00	0.00	0.00	0.00

BUDGET PROJECTION 21718 CITY OF BUFFALO 2017-2018 BUDGET PROJECTION

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	ADOPTED	PERCENT CHANGE
10546001411001	LAW	PS ANNUAL SAL	2,337,992.00	.00	2,355,880.00	.77
	1000-05-1046-0000-1-00-0-40-411001-	CORPORATION COUNSEL IO 67 STP 5	1.00	124,848.00	124,848.00	
		SR DEPUTY CORPORATION COUNSEL IO 34	1.00	98,090.00	98,090.00	
		STP 5				
		TYPIST @ STEP 5	1.00	38,888.00	38,888.00	
		A 002				
		LEGAL SECRETARY - 4 @ STEP 5	4.00	46,789.00	187,156.00	
		A022				
		LEGAL INVESTIGATORS - 2 @ STEP 5 A032	2.00	49,786.00	99,572.00	
		ASSIST CORP COUNSEL I MUN ATT @ STEP 17	1.00	73,321.00	73,321.00	
		A077				
		ASSIST CORP COUNSEL I MUN ATT @ STEP	3.00	69,563.00	208,689.00	
		15				
		(A-1) 077				
		ASSIST CORPORATION COUNSEL II @ STEP	2.00	93,082.00	186,164.00	
		17 (A-1) 088				
		DEPUTY CORPORATION COUNSEL	1.00	95,493.00	95,493.00	
		I061				
		PARALEGAL ASSISTANT A047 STEP 5	1.00	54,787.00	54,787.00	
		PARALEGAL ASSISTANT @ Step 17	1.00	54,787.00	54,787.00	
		A047				
		ASSIST CORPORATION COUNSEL II - 1 @	1.00	93,082.00	93,082.00	
		STEP 17 (A-1 88)				
		ASSIST CORPORATION COUNSEL II - 1 @	1.00	90,121.00	90,121.00	
		STEP 16 (A-1 88)				
		LEGAL SECRETARY @ STEP 17 (A-22)	1.00	46,789.00	46,789.00	
		ASSIST CORP COUNSEL I MUN ATT - 2 @	2.00	67,721.00	135,442.00	
		STEP 14 (A-1 77)				
		SENIOR SPEC ASST CORP COUNSEL (I133)	1.00	51,350.00	51,350.00	
		ASSIST CORPORATION COUNSEL II (6 @	6.00	93,082.00	558,492.00	
		STEP 5 - A 088)				
		ASSISTANT CORPORATION COUNSEL II/POLICE	1.00	87,162.00	87,162.00	
		@ STEP 15 A088				
		SPECIAL ASSISTANT TO CORP COUNSEL IO	1.00	42,004.00	42,004.00	
		10				
		DIRECTOR OF EMPLOYEE RELATIONS (I109)	1.00	94,557.00	94,557.00	
		SECRETARY TO OFFICE OF NEW AMERICANS	1.00	42,004.00	42,004.00	
		I010				
		Attrition	1.00	200,000.00	-200,000.00	
		ASSIST CORPORATION COUNSEL II / FIRE	1.00	93,082.00	93,082.00	
		(1 @ STEP 5 - A 088)				
		BUDGET CEILING:			2,337,992.00	
		TOTALS:	2,337,992.00	.00	2,355,880.00	.77

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DEPARTMENT OF LAW

ADMINISTRATIVE ADJUDICATION	FUNCTION	1052
APPROPRIATIONS	\$	170,078
FRINGES	\$	85,976
TOTAL APPROPRIATIONS	\$	<u>256,054</u>
REVENUE	\$	21,500
NET	\$	<u><u>(234,554)</u></u>

DEPARTMENT OF LAW
Administrative Adjudication
Division# 05-1052

Goals

The 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. Work with MIS to include Administrative Adjudication in Project IPAD. This project will provide IPADs and Printers to ticket writers that will be mounted in their vehicles, thereby creating electronic summonses and photos that will be automatically downloaded into the Adjudication System nightly. This would alleviate the necessity for pre-printed paper summonses saving the City thousands of dollars annually and will greatly streamline operations improving the efficiency of our office. This project will eliminate manpower hours spent scanning and verifying summonses and photos affording our staff with more time to address constituent calls and process hearings and payments. Furthermore, the fast turnaround will allow our department and the respondent to resolve the violation sooner, improving the quality of life in the neighborhood.
2. 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.
3. Expand violations to be cited by Inspections Dept through the adjudication summons system, removing lesser "one-shot" violations from housing court and allowing the more severe violations to be handled more effectively in housing court.
4. Work with MIS and the City Clerk's Office to address unregistered dog violations and re-implementing the automatic issuance of summonses for nonrenewal of dog licenses.

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.
3. Research ordinances and work with issuing departments to 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.
5. Process summonses issued by various city departments in accordance with legal requirements, to include data entry and completion of service requirements of summonses.
6. Compile and maintain complete and accurate records relating to all charges, dispositions and associated activities relating to summonses.
7. Process late notices and answer all relevant phone, walk-in or mail inquiries regarding summonses.
8. Process and research payments of fines; reconcile payment errors from treasury and process appeal payments, appeal refunds and transfers and refunds for overpayment of summonses.
9. Accept pleas, 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.

Administrative Adjudication
Division# 05-1052

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. Research Mayor's Call & Resolution Center complaints and respond to same as appropriate.
14. Maintain Tote Waiver system, including processing tote waiver applications and supporting documents and coordinating issuance of tote waiver stickers with Public Works.
15. Work with various departments to collect outstanding judgments from In Rem foreclosure, to include collecting outstanding judgments from individuals purchasing properties at auction.
16. Work with Mercantile Adjustment Bureau with regard to referrals of outstanding summonses.
17. Research mail returns without forwarding addresses.
18. Work with MIS on proper operation of various operating systems within department, including updating technology to meet needs of department.
19. Compile status and budgetary reports as necessary.
20. 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.

Administrative Adjudication
Division# 05-1052

Work Program Statistics

Once a summons has been issued, the issuing department turns the summons over to Administrative Adjudication for handling. The Adjudication 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. Following are the work program statistics for our department:

Summonses Issued and Revenues Received during FY by Issuing Department:

	2015-2016 Actual		2016-2017 1 st Half		2017-2018 Estimate	
	Summonses Issued	Revenues Received*	Summonses Issued	Revenues Received*	Summonses Issued	Revenues Received*
Ordinance Officer	0	\$ 1,189	0	\$ 0	0	\$ 0
Street Sanitation	2,683	165,203	1,352	79,839	2,600	165,000
Police Department	13,202	506,387	10,932	375,159	13,500	550,000
License Department	102	7,744	29	2,472	60	5,000
Inspections Department	2,114	155,972	1,084	56,240	2,200	125,000
Dog Summons (Exp License)	22	550	0	625	500**	8,000
Fire Prevention	20	2,550	8	600	20	2,500
TOTALS:	18,143	\$ 839,595	13,405	\$ 514,935	18,380	\$ 855,500

*Revenues Received are actual revenues collected during fiscal year.

**Increase reflects anticipated summonses that will be issued for Failure to Renew Dog Licenses.

Administrative Adjudication
Division# 05-1052

Number of Summonses Adjudicated (Hearings Held):

	Actual 2015-2016	Actual 1st Half 2016-2017	Projection 2017-2018
Street Sanitation Department	637	215	600
Police Department	2,254	919	2,900
License Department	19	11	15
Inspections Department	472	155	500
Dog Summons (Exp License, Nuisance)	0	0	50
Fire Prevention	<u>12</u>	<u>2</u>	<u>5</u>
TOTALS	3,394	1,302	4,070

Notices Generated:

Summons Notice	15,307	13,469
First (Late Notice)	8,345	7,187
Alertograms	6,595	4,620
Final Notices	6,971	2,507
Hearing Notices	3,229	1,325
FA Notices	<u>964</u>	<u>304</u>
TOTALS	41,411	29,412

Number of Appeals Heard	19	34
Tote Waiver Applications Processed	115	52
Collection Referrals	2,794	0
Number of Summons Payments Processed	<u>7,556</u>	<u>4,338</u>
TOTALS	10,484	4,424



City of Buffalo
 Adopted Budget 2017-2018
 General Fund

	2015-2016 Actual Amount	2016-2017 Adopted Budget	2016-2017 Revised Budget	2016-2017 Year To Date 5/31/2017	2017-2018 Adopted Budget
1052 ADMIN ADJUD DIV GENERAL OFC TOTAL	154,165.17	169,196.00	175,026.00	100,185.70	170,078.00
10552001 LAW ADJUD PS	139,253.89	146,115.25	146,115.25	87,858.48	149,798.00
411001 ANNUAL SALARY	104,973.26	107,086.00	107,086.00	70,425.31	119,036.00
412002 HOURLY SALARY	5,258.00	10,120.00	10,120.00	2,777.50	7,590.00
413001 OVERTIME	26,117.15	25,000.00	25,000.00	12,107.99	20,000.00
413003 ACTING TIME	1,130.48	0.00	0.00	0.00	0.00
414001 LONGEVITY	1,775.00	1,775.00	1,775.00	1,375.00	1,375.00
414007 PERFECT ATTENDANCE INCENTIVE	0.00	966.00	966.00	0.00	600.00
414028 VACATION BUYOUT	0.00	1,168.25	1,168.25	1,172.68	1,197.00
10552005 LAW ADJUD SP	125.41	200.00	326.75	189.96	250.00
461001 OFFICE SUPPLIES	0.00	200.00	326.75	189.96	250.00
461002 CONTRACT VENDOR SUPPLIES	125.41	0.00	0.00	0.00	0.00
10552006 LAW ADJUD SV	14,785.87	22,880.75	28,584.00	12,137.26	20,030.00
434003 COLLECTION AGENCY FEES	11,498.62	15,000.00	14,090.00	0.00	15,000.00
443400 EQUIP MAINTENANCE CONTRACTS	1,290.00	1,278.00	2,433.00	1,331.00	1,290.00
455000 PRINTING & BINDING	610.00	5,088.50	10,673.50	10,670.00	3,610.00
455100 INTERNAL PRINT SHOP	137.25	264.25	137.50	136.26	130.00
456000 OTHER SERVICES	1,250.00	1,250.00	1,250.00	0.00	0.00

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CITY OF BUFFALO
ADOPTED BUDGET REQUESTS

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BUDGET PROJECTION 21718 CITY OF BUFFALO 2017-2018 BUDGET PROJECTION

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	ADOPTED	PERCENT CHANGE
10552001411001		LAW ADJUD PS ANNUAL SAL	107,086.00	.00	119,036.00	11.16
	1000-05-1052-0000-1-00-0-40-411001-					
		ASSIST DIR ADMIN ADJUDICATION A064 - STEP 5	1.00	62,439.00	62,439.00	
		LEGAL SECRETARY A022 - STEP 1	1.00	40,628.00	40,628.00	
		TYPIST - A002 - STEP 12	1.00	35,969.00	35,969.00	
			1.00	20,000.00	-20,000.00	
		BUDGET CEILING:			107,086.00	
		TOTALS:	107,086.00	.00	119,036.00	11.16

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