

DEPARTMENT OF LAW

LEGAL ADMINISTRATIVE SERVICES	FUNCTION	1046
APPROPRIATIONS	\$	3,260,543
FRINGES	\$	993,126
TOTAL APPROPRIATIONS	\$	<u>4,253,669</u>
REVENUE	\$	556,100
NET	\$	<u><u>(3,697,569)</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

	Projection 2013-2014	Estimate 2014-2015
Litigation Matters	1,450	1,525
Contract Transactional Matters	3,400	3,750
In Rem-Court Cases Heard	2,650	2,700
Housing Court Cases Heard	950	1,025
Tax and Assessment--	380	410
Board of Education	180	190
Claims-New for Fiscal Year	830	910
Land Use and Development	150	215
Labor	750	765
Adm-Legal Opinions	425	440

CITY OF BUFFALO
GENERAL FUND
2014-2015 ADOPTED BUDGET

	2012-2013 ACTUAL AMOUNT	2013-2014 ADOPTED BUDGET	2013-2014 REVISED BUDGET	2013-2014 YTD 06/12/2014	2014-2015 ADOPTED BUDGET

05 LAW					

LEGAL ADMINISTRATIVE SERVICE					

10546001 LEGAL ADMINISTRATIVE SERV					

411001 ANNUAL SALARY	1,696,265.11	2,013,881.00	2,013,881.00	1,623,457.69	2,044,503.00
412002 HOURLY SALARY	30,647.82	24,785.00	24,785.00	14,157.64	25,000.00
413001 OVERTIME	2,047.17	.00	.00	315.67	.00
413003 ACTING TIME	.00	10,000.00	10,000.00	.00	5,000.00
414001 LONGEVITY	16,233.69	17,600.00	17,600.00	14,100.00	17,500.00
414007 PERFECT ATTENDANCE INCENTIVE	15,809.42	11,692.00	11,692.00	.00	11,692.00
415001 AUTOMOBILE ALLOWANCE	3,051.00	3,420.00	3,420.00	2,898.00	3,000.00
TOTAL 10546001 LEGAL ADMINISTRATIVE SERV	1,764,054.21	2,081,378.00	2,081,378.00	1,654,929.00	2,106,695.00
10546004 LEGAL ADMINISTRATIVE SERV					

458001 TRANSPORTATION	25.76	50.00	50.00	.00	50.00
458002 MEALS & LODGING	.00	.00	.00	.00	.00
458003 REGISTRATION & MEMBERSHIP FE	.00	150.00	150.00	.00	150.00
TOTAL 10546004 LEGAL ADMINISTRATIVE SERV	25.76	200.00	200.00	.00	200.00
10546005 LEGAL ADMINISTRATIVE SERV					

461001 OFFICE SUPPLIES	5,898.30	3,400.00	5,298.06	5,290.56	3,400.00
461002 CONTRACT VENDOR SUPPLIES	.00	500.00	500.00	.00	500.00
461005 PHOTO & DRAFTING SUPPLIES	.00	100.00	100.00	.00	100.00
461400 POSTAGE	89.05	50.00	90.14	90.14	90.00
464000 PERIODICALS	16,705.44	20,000.00	20,000.00	17,852.17	16,000.00
TOTAL 10546005 LEGAL ADMINISTRATIVE SERV	22,692.79	24,050.00	25,988.20	23,232.87	20,090.00
10546006 LEGAL ADMINISTRATIVE SERV					

432002 MEDICAL SERVICES	17,461.76	17,000.00	17,000.00	16,035.36	16,000.00
432003 LEGAL SERVICES	869,006.18	800,000.00	800,000.00	799,990.31	775,000.00
432004 ENGINEER & TECHNICAL SERVICE	23,229.70	40,000.00	40,000.00	39,139.75	40,000.00

CITY OF BUFFALO
GENERAL FUND
2014-2015 ADOPTED BUDGET

	2012-2013 ACTUAL AMOUNT	2013-2014 ADOPTED BUDGET	2013-2014 REVISED BUDGET	2013-2014 YTD 06/12/2014	2014-2015 ADOPTED BUDGET
443301 MACHINERY & EQUIP REPAIRS	.00	.00	.00	.00	.00
454000 ADVERTISING	.00	500.00	500.00	.00	500.00
455000 PRINTING & BINDING	1,470.12	1,000.00	1,000.00	702.37	1,158.00
455100 INTERNAL PRINT SHOP	1,993.22	900.00	3,038.51	1,566.98	900.00
480000 OTHER SERVICES	321,220.66	350,000.00	347,207.54	341,394.40	300,000.00
490000 FREEZE FUNDS	.00	.00	.00	.00	.00
TOTAL 10546006 LEGAL ADMINISTRATIVE SERV	1,234,381.64	1,209,400.00	1,208,746.05	1,198,829.17	1,133,558.00
10546007 LEGAL ADMINISTRATIVE SERV					
474100 EQUIPMENT	.00	.00	.00	.00	.00
474200 VEHICLES	.00	.00	.00	.00	.00
TOTAL 10546007 LEGAL ADMINISTRATIVE SERV	.00	.00	.00	.00	.00
TOTAL LEGAL ADMINISTRATIVE SERVICE	3,021,154.40	3,315,028.00	3,316,312.25	2,876,991.04	3,260,543.00

BUDGET PROJECTION 21415 CITY OF BUFFALO BUDGET PROJECTION 2014-2015

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	ADOPTED	PERCENT CHANGE
10546001411001	LAW	PS ANNUAL SAL	2,013,881.00	.00	2,044,503.00	1.52
	1000-05-1046-0000-1-00-0-40-411001-	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 - 7 @ step 5 A 088	7.00	80,247.00	561,729.00	
		ASSIST CORPORATION COUNSEL II @STEP 15 (A-1)088	1.00	77,694.00	77,694.00	
		Assistant Corp Counsel II - Immigration	1.00	63,211.00	63,211.00	
		MUNICIPAL ATTORNEY 1@ STEP 14 (A-1)077	1.00	58,383.00	58,383.00	
		MUNICIPAL ATTORNEYS 3 AT STEP 12 (A-1)077	3.00	55,273.00	165,819.00	
		LEGAL SECRETARY - 4 @ STEP 5 AO22	4.00	40,337.00	161,348.00	
		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 17 (A-!) 47	1.00	47,232.00	47,232.00	
		Director of Employee Relations (I109)	1.00	80,000.00	80,000.00	
		Deputy Corporation Counsel (Schedule I).	1.00	82,326.00	82,326.00	
		ASST. CORPORATION COUNSEL II - 1 @ STEP 14 (A-1 88)	1.00	72,593.00	72,593.00	
		ASST CORPORATION COUNSEL II - 1 @ STEP 12 (A-1 88)	1.00	67,490.00	67,490.00	
		Legal Secretary @ Step 14 (A-22)	1.00	37,683.00	37,683.00	
		MUNICIPAL ATTORNEYS - 2 @ STEP 11 (A-1 77)	2.00	53,686.00	107,372.00	
		SENIOR SPECIAL ASSISTANT	1.00	41,578.00	41,578.00	
		BUDGET CEILING:			2,013,881.00	
		TOTALS:	2,013,881.00	.00	2,044,503.00	1.52

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DEPARTMENT OF LAW

ADMINISTRATIVE ADJUDICATION	FUNCTION	1052
APPROPRIATIONS	\$	137,253
FRINGES	\$	74,555
TOTAL APPROPRIATIONS	\$	<u>211,808</u>
REVENUE	\$	45,720
NET	\$	<u><u>(166,088)</u></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 quality of life violations to be cited by Inspections Dept. through Administrative Adjudication, thereby removing lesser “one-shot” violations from housing court and allowing severe violations to be handled more effectively in housing court.
3. Work with Fire Prevention to maximize enforcement efforts utilizing Administrative Adjudication summonses.
4. Work with MIS and Biels to expand our imaging capabilities to include scanning of additional documents to further streamline operations.
5. In an effort to maximize collection efforts of summonses that have reached maturity, we have increased our frequency of referrals to the collection agency and are looking toward transferring outstanding balances to the Buffalo Collections Department for internal collection and monitoring of accounts, as well as continued referral to an outside collection agency. We are also working toward including outstanding adjudication summonses to the tax rolls.

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:

	2012-2013	Actual	2013-2014	(1st Half)	2014-2015	Projections
Issuing Department	Summonses Issued	Revenues Received*	Summonses Issued	Revenues Received*	Summonses Issued	Revenues Received*
Ordinance Officer	0	\$ 7,530	0	\$ 2,157	0	\$ 1,500
Street Sanitation	1,407	92,391	850	49,698	1,700	100,000
Police Department	12,497	607,237	6,082	269,563	12,100	540,000
License Department	61	8,329	58	4,057	100	10,000
Inspections Department	1,426	83,991	647	50,128	1,400	100,000
Dog Summonses	64	1,859	37	901	75	1,800
Fire Prevention	1	150	0	0	0	0
TOTALS:	15,456	\$ 801,487	7,674	\$ 376,503	15,375	\$753,300

*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):

	Actual 2012-2013	Actual 1st Half 2013-2014
Street Sanitation Department	295	159
Police Department	2,152	1,078
License Department	18	9
Inspections Department	242	195
Dog Summons (Exp License)	7	5
Fire Prevention	0	0
TOTALS	2,714	1,446

Notices Generated:

Summons Notice	13,604	8,845
First (Late Notice)	7,594	5,795
Alert grams	6,664	4,998
Final Notices	6,149	3,800
Hearing Notices	3,597	2,528
FA Notices	938	696
TOTALS	38,546	26,662
Number of Appeals	71	36
Number of License Revocations Hearings	11	0
Number of Avoidable Alarm Hearings	12	0
Summonses Referred to Mercantile Adjustment	9,970	3,167
Refunds/Transfers Processed	68	18
Tote Waiver Applications Processed	115	60
Number of Summons Payments Processed	7,418	3,748

Administrative Adjudication (Civil Service) Manpower:

1 Assistant Director; 1 Legal Aid; 1 Legal Secretary (Unfilled)

Non Civil Service-Administrative Law Judges

3 (2 ALJs have very limited availability)

CITY OF BUFFALO
GENERAL FUND
2014-2015 ADOPTED BUDGET

	2012-2013 ACTUAL AMOUNT	2013-2014 ADOPTED BUDGET	2013-2014 REVISED BUDGET	2013-2014 YTD 06/12/2014	2014-2015 ADOPTED BUDGET

ADMIN ADJUD DIV GENERAL OFC					

10552001 LAW ADJUD PS					

411001 ANNUAL SALARY	113,935.08	127,045.00	92,045.00	88,393.30	94,166.00
412002 HOURLY SALARY	6,875.00	11,880.00	9,880.00	4,510.00	11,880.00
413001 OVERTIME	4,131.45	4,000.00	4,000.00	21,044.38	4,000.00
413003 ACTING TIME	518.93	.00	.00	620.30	.00
414001 LONGEVITY	1,450.00	1,450.00	1,450.00	1,450.00	1,775.00
414007 PERFECT ATTENDANCE INCENTIVE	257.80	1,471.88	1,471.88	.00	1,471.88
415001 AUTOMOBILE ALLOWANCE	.00	.00	.00	.00	.00
415002 CLOTHING ALLOWANCE	.00	.00	.00	.00	.00
TOTAL 10552001 LAW ADJUD PS	127,168.26	145,846.88	108,846.88	116,017.98	113,292.88

10552005 LAW ADJUD SP					

461002 CONTRACT VENDOR SUPPLIES	485.54	300.00	300.00	291.52	350.00
461005 PHOTO & DRAFTING SUPPLIES	.00	.00	.00	.00	.00
461201 CLOTHING & UNIFORMS	.00	.00	.00	.00	.00
461400 POSTAGE	.00	.00	.00	.00	.00
TOTAL 10552005 LAW ADJUD SP	485.54	300.00	300.00	291.52	350.00

10552006 LAW ADJUD SV					

432001 AUDITING SERVICES	.00	.00	.00	.00	.00
434003 COLLECTION AGENCY FEES	45,693.14	10,000.00	47,561.17	47,561.17	18,000.00
443303 VEHICLE DRIVETRAIN REPAIRS	.00	.00	.00	.00	.00
443400 EQUIP MAINTENANCE CONTRACTS	1,260.00	1,260.00	2,433.00	2,433.00	1,260.00
455000 PRINTING & BINDING	4,221.25	4,000.00	4,675.00	4,671.25	4,200.00
455100 INTERNAL PRINT SHOP	321.25	200.00	107.00	30.00	150.00
480000 OTHER SERVICES	.00	.00	.00	.00	.00
490000 FREEZE FUNDS	.00	.00	.00	.00	.00
TOTAL 10552006 LAW ADJUD SV	51,495.64	15,460.00	54,776.17	54,695.42	23,610.00
TOTAL ADMIN ADJUD DIV GENERAL OFC	179,149.44	161,606.88	163,923.05	171,004.92	137,252.88

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CITY OF BUFFALO
ADOPTED BUDGET REQUESTS

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BUDGET PROJECTION 21415 CITY OF BUFFALO BUDGET PROJECTION 2014-2015

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	ADOPTED	PERCENT CHANGE
10552001411001		LAW ADJUD PS ANNUAL SAL	92,045.00	.00	94,166.00	2.30
	1000-05-1052-0000-1-00-0-40-411001-	LEGAL AIDE BUREAU ADMIN ADJUD A005 -	.00	31,754.00	.00	
		Step 1				
		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	
10552001411001	11314	ANNUAL SALARY	.00	.00	.00	.00
	1000-05-1052-0000-1-00-0-40-411001-11314					
		BUDGET CEILING:			92,045.00	
		TOTALS:	92,045.00	.00	94,166.00	2.30

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