

DEPARTMENT OF LAW

LEGAL ADMINISTRATIVE SERVICES	FUNCTION	1046
APPROPRIATIONS	\$	3,864,001
FRINGES	\$	1,210,034
TOTAL APPROPRIATIONS	\$	<u>5,074,035</u>
REVENUE	\$	606,100
NET	\$	<u><u>(4,467,935)</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	Estimate 2015-2016
Litigation Matters	1,450	1,525	2,000
Contract Transactional Matters	3,400	3,750	4,200
In Rem-Court Cases Heard	2,650	2,700	3,200
Housing Court Cases Heard	950	1,025	1,050
Tax and Assessment--	380	410	425
Board of Education	180	190	195
Claims-New for Fiscal Year	830	910	925
Land Use and Development	150	215	305
Labor	750	765	800
Adm-Legal Opinions	425	440	450



City of Buffalo
 Adopted Budget 2015-2016
 General Fund

	2013-2014 Actual Amount	2014-2015 Adopted Budget	2014-2015 Revised Budget	2014-2015 Year To Date 6/9/2015	2015-2016 Adopted Budget
1046 LEGAL ADMINISTRATIVE SERVICE TOTAL	2,906,493.77	3,260,543.00	3,314,632.37	2,770,562.08	3,864,001.00
10546001 LEGAL ADMINISTRATIVE SERV PS	1,779,717.52	2,106,695.00	2,106,695.00	1,748,869.54	2,740,001.00
411001 ANNUAL SALARY	1,733,472.71	2,044,503.00	2,044,503.00	1,726,483.94	2,678,484.00
412002 HOURLY SALARY	14,157.64	25,000.00	25,000.00	925.20	25,000.00
413001 OVERTIME	315.67	0.00	0.00	896.18	2,000.00
413003 ACTING TIME	0.00	5,000.00	5,000.00	232.06	2,000.00
414001 LONGEVITY	14,100.00	17,500.00	17,500.00	14,012.02	17,825.00
414007 PERFECT ATTENDANCE INCENTIVE	14,616.35	11,692.00	11,692.00	3,417.29	11,692.00
415001 AUTOMOBILE ALLOWANCE	3,055.15	3,000.00	3,000.00	2,902.85	3,000.00
10546004 LEGAL ADMINISTRATIVE SERV TR	0.00	200.00	200.00	0.00	350.00
458001 TRANSPORTATION	0.00	50.00	50.00	0.00	50.00
458002 MEALS & LODGING	0.00	0.00	0.00	0.00	150.00
458003 REGISTRATION & MEMBERSHIP FEES	0.00	150.00	150.00	0.00	150.00
10546005 LEGAL ADMINISTRATIVE SERV SP	23,207.37	20,090.00	20,195.50	19,279.64	19,900.00
461001 OFFICE SUPPLIES	5,265.06	3,400.00	3,505.50	3,504.37	3,800.00
461002 CONTRACT VENDOR SUPPLIES	0.00	500.00	500.00	0.00	0.00
461005 PHOTO & DRAFTING SUPPLIES	0.00	100.00	100.00	0.00	50.00
461400 POSTAGE	90.14	90.00	90.00	0.00	50.00
464000 PERIODICALS	17,852.17	16,000.00	16,000.00	15,775.27	16,000.00
10546006 LEGAL ADMINISTRATIVE SERV SV	1,103,568.88	1,133,558.00	1,187,541.87	1,002,412.90	1,103,750.00
432002 MEDICAL SERVICES	15,519.23	16,000.00	10,700.00	5,966.80	16,000.00
432003 LEGAL SERVICES	729,680.11	775,000.00	815,500.00	664,758.00	750,000.00
432004 ENGINEER & TECHNICAL SERVICES	35,856.89	40,000.00	45,300.00	24,600.00	35,000.00
443301 MACHINERY & EQUIP REPAIRS	0.00	0.00	0.00	0.00	50.00
454000 ADVERTISING	0.00	500.00	150.00	0.00	300.00
455000 PRINTING & BINDING	687.10	1,158.00	1,158.00	1,115.04	1,500.00
455100 INTERNAL PRINT SHOP	1,032.44	900.00	1,784.54	1,650.76	900.00
456000 OTHER SERVICES	0.00	0.00	0.00	0.00	300,000.00
480000 OTHER SERVICES	320,793.11	300,000.00	312,949.33	304,322.30	0.00

BUDGET PROJECTION 21516 CITY OF BUFFALO 2015 - 2016

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	ADOPTED	PERCENT CHANGE
10546001411001	LAW	PS ANNUAL SAL	2,044,503.00	.00	2,678,484.00	31.01
	1000-05-1046-0000-1-00-0-40-411001-	CORPORATION COUNSEL IO 67 STP 5	1.00	120,000.00	120,000.00	
		SR DEPUTY CORPORATION COUNSEL IO 34 STP 5	1.00	94,280.00	94,280.00	
		ASSISTANT CORPORATION COUNSEL II - 7 @ step 5 A 088	7.00	89,468.00	626,276.00	
		ASSIST CORPORATION COUNSEL II @STEP 17 (A-1)088	1.00	89,468.00	89,468.00	
		Assistant Corp Counsel II Immigration attorney	1.00	72,401.00	72,401.00	
		MUNICIPAL ATTORNEY 1@ STEP 15 (A-1)077	1.00	66,862.00	66,862.00	
		MUNICIPAL ATTORNEYS 3 AT STEP 13 (A-1)077	3.00	63,395.00	190,185.00	
		LEGAL SECRETARY - 4 @ STEP 5 AO22	4.00	44,972.00	179,888.00	
		2 TYPISTS @ STEP 5 A 002	2.00	37,378.00	74,756.00	
		LEGAL INVESTIGATORS - 2 @ STEP 5 AO32	2.00	47,853.00	95,706.00	
		SPECIAL ASSISTANT TO CORP COUNSEL IO 10	1.00	40,373.00	40,373.00	
		PARALEGAL ASSISTANT A047 STEP 5	1.00	52,659.00	52,659.00	
		Paralegal Assistant @ Step 17 (A-!) 47	1.00	52,659.00	52,659.00	
		Director of Employee Relations (I109)	1.00	89,192.00	89,192.00	
		Deputy Corporation Counsel (Schedule I).	1.00	91,785.00	91,785.00	
		ASST. CORPORATION COUNSEL II - 1 @ STEP 15 (A-1 88)	1.00	83,777.00	83,777.00	
		ASST CORPORATION COUNSEL II - 1 @ STEP 13 (A-1 88)	1.00	78,090.00	78,090.00	
		Legal Secretary @ Step 15 (A-22)	1.00	43,000.00	43,000.00	
		MUNICIPAL ATTORNEYS - 2 @ STEP 12 (A-1 77)	2.00	61,624.00	123,248.00	
		SENIOR SPECIAL ASSISTANT	1.00	46,355.00	46,355.00	
		SENIOR MOTOR VEH REF	1.00	93,803.00	93,803.00	
		Traffic Adjudication				
		MOTOR VEH REFEREE	1.00	83,140.00	83,140.00	
		Traffic Adjudication				
		SUPVG MOTOR VEH REP 1	1.00	52,552.00	52,552.00	
		Traffic Adjudication				
		MOTOR VEH REP	1.00	42,447.00	42,447.00	
		Traffic Adjudication				
		MOTOR VEH REP	1.00	41,393.00	41,393.00	
		Traffic Adjudication				
		MOTOR VEH REP	1.00	41,367.00	41,367.00	
		Traffic Adjudication				
		MOTOR VEH REP	1.00	37,998.00	37,998.00	
		Traffic Adjudication				
		CLERK 1	1.00	36,824.00	36,824.00	
		Traffic Adjudication				

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CITY OF BUFFALO
ADOPTED BUDGET REQUESTS

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BUDGET PROJECTION 21516 CITY OF BUFFALO 2015 - 2016

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	ADOPTED	PERCENT CHANGE
		Attrition	1.00	62,000.00	-62,000.00	
		BUDGET CEILING:			2,044,503.00	
		TOTALS:	2,044,503.00	.00	2,678,484.00	31.01

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DEPARTMENT OF LAW

ADMINISTRATIVE ADJUDICATION	FUNCTION	1052
APPROPRIATIONS	\$	163,872
FRINGES	\$	68,631
TOTAL APPROPRIATIONS	\$	<u>232,503</u>
REVENUE	\$	38,020
NET	\$	<u><u>(194,483)</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 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.

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.

Division of Administrative Adjudication

Activities

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. Research Mayor's Call & Resolution Center complaints and respond to same as appropriate.
15. Maintain Tote Waiver system, including processing tote waiver applications and supporting documents and coordinating issuance of tote waiver stickers with Public Works.
16. Work with various departments to collect outstanding judgments from In Rem foreclosure, to include collecting outstanding judgments from individuals purchasing properties at auction.
17. Work with Collections Department and Mercantile Adjustment Bureau with regard to referrals of outstanding summonses.
18. Research mail returns without forwarding addresses.
19. Work with MIS on proper operation of various operating systems within department, including updating technology to meet needs of department.
20. Compile status and budgetary reports as necessary.
21. 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.

Division of Administrative Adjudication

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. The Adjudication 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:

Issuing Department	2013-2014 Actual		2014-2015 (1 st Half)		2015-2016 Projections	
	Summons Issued	Revenues Received*	Summons Issued	Revenues Received *	Summonses Issued	Revenues Received*
Ordinance Compliance Officer	0	\$ 7,964	0	\$ 159.60	0	\$ 0
Street Sanitation	1,771	108,876	834	53,693	1,700	95,000
Police Department	9,781	700,060	3,724	176,649	7,500	400,000
License Department	117	7,087	60	1,780	100	4,000
Inspections Department	1,609	129,599	923	56,859	1,600	100,000
Dog Summons (Exp. License/Nuisance)	58	2,292	19	503	300	7,000**
Fire Prevention	0	0	0	0	0	0
TOTALS:	13,336	955,878	5,560	289,644	11,200	\$ 606,000

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

**Projected increase due to adding computer-generated summonses for non-renewal of dog license.

Division of Administrative Adjudication

Number of Summonses Adjudicated (Hearings Held):

	Actual 2013-2014	Actual 1 st Half 2014-2015
Street Sanitation Department	530	226
Police Department	1,747	1,271
License Department	36	2
Inspections Department	299	142
Dog Summons (Exp License, Nuisance)	2	9
Fire Prevention	0	0
TOTALS	2,614	1,650

Notices Generated:

Summons Notice	12,360	7,519
First (Late Notice)	7,477	4,931
Alertograms	6,189	4,495
Final Notices	5,394	3,876
Hearing Notices	3,387	1,686
FA Notices	796	454
TOTALS	35,603	22,961

Number of Appeals Heard	60	23
Number of License Revocations Hearings	0	0
Number of Avoidable Alarm Hearings	0	0
Summonses Referred to Mercantile Collection	6,501	2,518
Refunds/Transfers/Clearances Processed	59	38
Tote Waiver Applications Processed	93	53
Number of Summons Payments Processed	7,270	2,699

Administrative Adjudication (Civil Service) Manpower:

1 Assistant Director; 1 Legal Secretary

Administrative Law Judges (Non Civil Service)

4 (1 ALJ works 1 day/mo; 2 Appeals only)



City of Buffalo
 Adopted Budget 2015-2016
 General Fund

	2013-2014 Actual Amount	2014-2015 Adopted Budget	2014-2015 Revised Budget	2014-2015 Year To Date 6/9/2015	2015-2016 Adopted Budget
1052 ADMIN ADJUD DIV GENERAL OFC TOTAL	174,517.56	137,252.88	139,921.03	141,196.10	163,871.83
10552001 LAW ADJUD PS	123,702.92	113,292.88	112,402.63	130,672.04	138,287.58
411001 ANNUAL SALARY	94,165.92	94,166.00	94,166.00	97,033.73	104,986.00
412002 HOURLY SALARY	4,840.00	11,880.00	10,989.75	3,203.75	10,560.00
413001 OVERTIME	22,368.90	4,000.00	4,000.00	27,652.55	20,000.00
413003 ACTING TIME	620.30	0.00	0.00	975.61	0.00
414001 LONGEVITY	1,450.00	1,775.00	1,775.00	1,775.00	1,775.00
414007 PERFECT ATTENDANCE INCENTIVE	257.80	1,471.88	1,471.88	31.40	966.58
10552005 LAW ADJUD SP	291.52	350.00	350.00	269.99	350.00
461001 OFFICE SUPPLIES	0.00	0.00	0.00	0.00	350.00
461002 CONTRACT VENDOR SUPPLIES	291.52	350.00	350.00	269.99	0.00
10552006 LAW ADJUD SV	50,523.12	23,610.00	27,168.40	10,254.07	25,234.25
434003 COLLECTION AGENCY FEES	44,563.87	18,000.00	19,493.15	3,988.82	18,000.00
443400 EQUIP MAINTENANCE CONTRACTS	1,278.00	1,260.00	2,415.00	1,155.00	1,278.00
455000 PRINTING & BINDING	4,671.25	4,200.00	4,806.25	4,806.25	4,806.25
455100 INTERNAL PRINT SHOP	10.00	150.00	170.00	20.00	150.00
456000 OTHER SERVICES	0.00	0.00	0.00	0.00	1,000.00
480000 OTHER SERVICES	0.00	0.00	284.00	284.00	0.00

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CITY OF BUFFALO
ADOPTED BUDGET REQUESTS

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BUDGET PROJECTION 21516 CITY OF BUFFALO 2015 - 2016

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	ADOPTED	PERCENT CHANGE
10552001411001		LAW ADJUD PS ANNUAL SAL	94,166.00	.00	104,986.00	11.49
	1000-05-1052-0000-1-00-0-40-411001-	ASSIST DIR ADMIN ADJUDICATION A064 STEP	1.00	60,014.00	60,014.00	
	5	LEGAL SECRETARY A022 - STEP 5	1.00	44,972.00	44,972.00	
10552001411001	11314	ANNUAL SALARY	.00	.00	.00	.00
	1000-05-1052-0000-1-00-0-40-411001-11314					
		BUDGET CEILING:			94,166.00	
		TOTALS:	94,166.00	.00	104,986.00	11.49

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