

DEPARTMENT OF LAW

LEGAL ADMINISTRATIVE SERVICES	FUNCTION	1046
APPROPRIATIONS		\$ 3,721,317
FRINGES		\$ 1,186,588
TOTAL APPROPRIATIONS		<u>\$ 4,907,905</u>
REVENUE		\$ 606,100
NET		<u><u>\$ (4,301,805)</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 2014-2015	Projection 2015-2016	Estimate 2016-2017
Litigation Matters	1,525	2,000	2,250
Contract Transactional Matters	3,750	4,200	4,500
In Rem-Court Cases Heard	2,700	3,200	3,500
Housing Court Cases Heard	1,025	1,050	3,060
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	400
Labor	765	800	950
Adm-Legal Opinions	440	450	515



City of Buffalo
 Adopted Budget 2016-2017
 General Fund

	2014-2015 Actual Amount	2015-2016 Adopted Budget	2015-2016 Revised Budget	2015-2016 Year To Date 5/23/2016	2016-2017 Adopted Budget
1046 LEGAL ADMINISTRATIVE SERVICE TOTAL	2,975,856.11	3,864,001.00	3,539,791.80	2,502,329.60	3,721,317.00
10546001 LEGAL ADMINISTRATIVE SERV PS	1,858,656.54	2,740,001.00	2,357,151.00	1,772,291.44	2,509,017.00
411001 ANNUAL SALARY	1,819,606.24	2,678,484.00	2,295,634.00	1,745,443.69	2,437,992.00
412002 HOURLY SALARY	2,970.98	25,000.00	25,000.00	5,256.37	25,000.00
413001 OVERTIME	679.23	2,000.00	2,000.00	0.00	1,000.00
413003 ACTING TIME	0.00	2,000.00	2,000.00	0.00	0.00
414001 LONGEVITY	14,012.02	17,825.00	17,825.00	12,975.00	17,825.00
414007 PERFECT ATTENDANCE INCENTIVE	18,178.32	11,692.00	11,692.00	0.00	18,200.00
414028 VACATION BUYOUT	0.00	0.00	0.00	5,818.28	6,000.00
415001 AUTOMOBILE ALLOWANCE	3,209.75	3,000.00	3,000.00	2,798.10	3,000.00
10546004 LEGAL ADMINISTRATIVE SERV TR	0.00	350.00	350.00	0.00	350.00
458001 TRANSPORTATION	0.00	50.00	50.00	0.00	50.00
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	150.00
10546005 LEGAL ADMINISTRATIVE SERV SP	19,297.22	19,900.00	19,900.00	18,971.07	19,050.00
461001 OFFICE SUPPLIES	3,401.11	3,800.00	3,800.00	3,649.79	3,000.00
461005 PHOTO & DRAFTING SUPPLIES	0.00	50.00	50.00	0.00	0.00
461400 POSTAGE	0.00	50.00	50.00	17.75	50.00
464000 PERIODICALS	15,896.11	16,000.00	16,000.00	15,303.53	16,000.00
10546006 LEGAL ADMINISTRATIVE SERV SV	1,097,902.35	1,103,750.00	1,162,390.80	711,067.09	1,192,900.00
432002 MEDICAL SERVICES	5,962.23	16,000.00	16,000.00	1,257.04	16,000.00
432003 LEGAL SERVICES	756,982.96	750,000.00	808,501.80	677,230.65	850,000.00
432004 ENGINEER & TECHNICAL SERVICES	24,600.00	35,000.00	35,000.00	24,707.82	25,000.00
443301 MACHINERY & EQUIP REPAIRS	0.00	50.00	50.00	0.00	0.00
454000 ADVERTISING	0.00	300.00	300.00	0.00	0.00
455000 PRINTING & BINDING	1,115.04	1,500.00	1,500.00	798.69	1,000.00
455100 INTERNAL PRINT SHOP	1,650.76	900.00	900.00	520.20	900.00
456000 OTHER SERVICES	0.00	300,000.00	300,000.00	6,413.69	300,000.00
480000 OTHER SERVICES	307,591.36	0.00	139.00	139.00	0.00

BUDGET PROJECTION 21617 CITY OF BUFFALO 2016-2017 BUDGET PROJECTION

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	ADOPTED	PERCENT CHANGE
10546001411001	LAW	PS ANNUAL SAL	2,295,634.00	.00	2,437,992.00	6.20
	1000-05-1046-0000-1-00-0-40-411001-	CORPORATION COUNSEL IO 67 STP 5	1.00	122,400.00	122,400.00	
		SR DEPUTY CORPORATION COUNSEL IO 34 STP 5	1.00	96,167.00	96,167.00	
		ASSISTANT CORPORATION COUNSEL II - 7 @ step 5 A O88	7.00	91,257.00	638,799.00	
		ASSIST CORPORATION COUNSEL II @STEP 17 (A-1)O88	2.00	91,257.00	182,514.00	
		Assistant Corp Counsel II Immigration attorney	1.00	73,849.00	73,849.00	
		MUNICIPAL ATTORNEY 1@ STEP 16 (A-1)O77	1.00	70,005.00	70,005.00	
		MUNICIPAL ATTORNEYS 3 AT STEP 14 (A-1)O77	3.00	66,393.00	199,179.00	
		LEGAL SECRETARY - 4 @ STEP 5 AO22	4.00	45,871.00	183,484.00	
		2 TYPISTS @ STEP 5 A OO2	2.00	38,126.00	76,252.00	
		LEGAL INVESTIGATORS - 2 @ STEP 5 A032	2.00	48,810.00	97,620.00	
		SPECIAL ASSISTANT TO CORP COUNSEL IO 10	1.00	41,180.00	41,180.00	
		SECRETARY TO OFFICE OF NEW AMERICANS	1.00	41,180.00	41,180.00	
		PARALEGAL ASSISTANT A047 STEP 5	1.00	53,712.00	53,712.00	
		Paralegal Assistant @ Step 17 (A-!) 47	1.00	53,712.00	53,712.00	
		Director of Employee Relations (I109)	1.00	90,977.00	90,977.00	
		Deputy Corporation Counsel (Schedule I).	1.00	93,621.00	93,621.00	
		ASST. CORPORATION COUNSEL II - 1 @ STEP 16 (A-1 88)	1.00	88,354.00	88,354.00	
		ASST CORPORATION COUNSEL II - 1 @ STEP 15 (A-1 88)	1.00	85,452.00	85,452.00	
		Legal Secretary @ Step 16 (A-22)	1.00	44,866.00	44,866.00	
		MUNICIPAL ATTORNEYS - 2 @ STEP 13 (A-1 77)	2.00	64,663.00	129,326.00	
		SENIOR SPECIAL ASSISTANT (I133)	1.00	50,343.00	50,343.00	
			1.00	75,000.00	-75,000.00	
		BUDGET CEILING:			2,295,634.00	
		TOTALS:	2,295,634.00	.00	2,437,992.00	6.20

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DEPARTMENT OF LAW

ADMINISTRATIVE ADJUDICATION	FUNCTION	1052
APPROPRIATIONS	\$	169,196
FRINGES	\$	63,510
TOTAL APPROPRIATIONS	\$	<u>232,706</u>
REVENUE	\$	32,060
NET	\$	<u><u>(200,646)</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 more severe violations to be handled more effectively in housing court.
3. Work with MIS and Biels to further streamline our imaging capabilities.

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.
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, 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; 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	2014-2015 Actual		2015-2016 Actual 1st Half		2016-2017 Estimate	
	Summonses Issued	Revenues Received*	Summonses Issued	Revenues Received*	Summonses Issued	Revenues Received
Ordinance Compliance Officer**	0	\$ 1,016	0	\$ 749	0	\$ 1,500
Street Sanitation	2170	130,381	1169	77,487	2100	140,000
Police Department	6587	316,608	7157	263,956	11000	450,000
License Department	122	7,082	42	3,985	80	8,000
Inspections Department	3391	153,416	1016	86,982	2000	145,000
Dog Summons (Expired License/Nuisance)	33	1,419	7	634	20	1,400
Fire Prevention	18	400	11	1,600	20	2,000
TOTALS:	12321	\$ 610,323	9401	\$ 435,393	15220	\$ 747,900

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

**We have not had an Ordinance Compliance Officer for several years. Revenues received are for outstanding summonses.

-Projections are a combination of first half FY and past history.

Division of Administrative Adjudication

Number of Summonses Adjudicated (Hearings Held):

	Actual 2014-2015	Actual 1st Half 2015-2016	Estimate 2016-2017
Street Sanitation Department	459	343	700
Police Department	1621	1080	2100
License Department	34	10	20
Inspections Department	489	261	600
Dog Summons (Exp. License, Nuisance)	4	0	0
Fire Prevention	0	10	20
TOTALS	2607	1704	3440

Notices Generated:

Summons Notice	11056	10853	20000
First (Late Notice)	7253	6255	12000
Alertograms	5983	5307	10000
Final Notices	4236	4361	8000
Hearing Notices	2450	2448	4800
FA Notices	596	649	1200
TOTALS	31574	29873	56000

Number of Appeals Heard	45	23	46
Number of License Revocations Hearings	0	0	0
Number of Avoidable Alarm Hearings	0	0	40
Summonses Referred to Mercantile Collection	4640	2833	7000
Refunds/Transfers/Clearances Processed	72	19	50
Tote Waiver Applications Processed	82	67	100
Number of Summons Payments Processed	6055	3883	8000
TOTALS	10894	6825	15236

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 ALJs work Appeals only)



City of Buffalo
 Adopted Budget 2016-2017
 General Fund

	2014-2015 Actual Amount	2015-2016 Adopted Budget	2015-2016 Revised Budget	2015-2016 Year To Date 5/23/2016	2016-2017 Adopted Budget
1052 ADMIN ADJUD DIV GENERAL OFC TOTAL	157,663.80	163,871.83	163,997.24	123,273.59	169,196.00
10552001 LAW ADJUD PS	138,900.28	138,287.58	138,037.58	119,995.93	146,115.25
411001 ANNUAL SALARY	102,127.96	104,986.00	104,986.00	89,336.95	107,086.00
412002 HOURLY SALARY	3,830.75	10,560.00	10,310.00	4,323.00	10,120.00
413001 OVERTIME	29,922.07	20,000.00	20,000.00	23,430.50	25,000.00
413003 ACTING TIME	936.92	0.00	0.00	1,130.48	0.00
414001 LONGEVITY	1,775.00	1,775.00	1,775.00	1,775.00	1,775.00
414007 PERFECT ATTENDANCE INCENTIVE	307.58	966.58	966.58	0.00	966.00
414028 VACATION BUYOUT	0.00	0.00	0.00	0.00	1,168.25
10552005 LAW ADJUD SP	144.58	350.00	475.41	125.41	200.00
461001 OFFICE SUPPLIES	0.00	350.00	350.00	0.00	200.00
461002 CONTRACT VENDOR SUPPLIES	144.58	0.00	125.41	125.41	0.00
10552006 LAW ADJUD SV	18,618.94	25,234.25	25,484.25	3,152.25	22,880.75
434003 COLLECTION AGENCY FEES	12,353.69	18,000.00	18,000.00	0.00	15,000.00
443400 EQUIP MAINTENANCE CONTRACTS	1,155.00	1,278.00	1,278.00	1,155.00	1,278.00
455000 PRINTING & BINDING	4,806.25	4,806.25	4,806.25	610.00	5,088.50
455100 INTERNAL PRINT SHOP	20.00	150.00	150.00	137.25	264.25
456000 OTHER SERVICES	0.00	1,000.00	1,250.00	1,250.00	1,250.00
480000 OTHER SERVICES	284.00	0.00	0.00	0.00	0.00

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CITY OF BUFFALO
ADOPTED BUDGET REQUESTS

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BUDGET PROJECTION 21617 CITY OF BUFFALO 2016-2017 BUDGET PROJECTION

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	ADOPTED	PERCENT CHANGE
10552001411001		LAW ADJUD PS ANNUAL SAL	104,986.00	.00	107,086.00	2.00
	1000-05-1052-0000-1-00-0-40-411001-	ASSIST DIR ADMIN ADJUDICATION A064 STEP	1.00	61,215.00	61,215.00	
	5	LEGAL SECRETARY A022 - STEP 5	1.00	45,871.00	45,871.00	
		BUDGET CEILING:			104,986.00	
		TOTALS:	104,986.00	.00	107,086.00	2.00

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