



# DEPARTMENT OF LAW

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CORPORATION COUNSEL

Division #05-1046

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ADMINISTRATIVE ADJUDICATION

Division #05-1052

# DEPARTMENT OF LAW

Corporation Counsel

Division #05-1046

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## Mission Statement

To zealously represent the City and all of its Departments in fulfillment of the shared goal of making the City of Buffalo the greatest place to live, work, and visit in the world.

## Workplan

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 the 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 delinquent taxes through foreclosures; prosecutes for monies due the City; and prepares foreclosure sales 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 claims for property damage to City-owned property.

# DEPARTMENT OF LAW

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## Work Program Statistics

	<b>Actual 2018-2019</b>	<b>Projection 2019-2020</b>	<b>Estimate 2020-2021</b>
Litigation Matters	2,300	2,500	2,641
Contract Transactional Matters	6,250	6,500	6,828
In Rem Court Cases Heard	3,500	4,000	4,231
Housing Court Cases Heard	4,200	4,500	4,900
Tax and Assessment Matters	440	450	2,800
Board of Education Matters	205	210	220
Claims-New for Fiscal Year	940	1,000	1,239
Land Use and Development Matters	515	550	644
Labor Matters	955	975	1,060
Administrative Legal Opinions	550	575	755



City of Buffalo  
 Adopted Budget 2020-2021  
 General Fund

	2018-2019 Actual Amount	2019-2020 Adopted Budget	2019-2020 Revised Budget	2019-2020 Year To Date 6/18/2020	2020-2021 Adopted Budget
<b>1046 LEGAL ADMINISTRATIVE SERVICE TOTAL</b>	<b>3,114,700</b>	<b>3,120,147</b>	<b>3,128,499</b>	<b>2,346,571</b>	<b>2,948,756</b>
<b>10546001 LEGAL ADMINISTRATIVE SERV PS</b>	<b>2,141,961</b>	<b>2,264,209</b>	<b>2,264,209</b>	<b>1,952,080</b>	<b>2,161,606</b>
411001 ANNUAL SALARY	2,077,938	2,193,484	2,193,484	1,877,552	2,078,381
412002 HOURLY SALARY	14,755	25,000	25,000	40,452	37,500
413001 OVERTIME	3,643	1,000	1,000	72	1,000
414001 LONGEVITY	14,806	15,725	15,725	16,600	15,725
414007 PERFECT ATTENDANCE INCENTIVE	19,750	18,500	18,500	-	18,500
414028 VACATION BUYOUT	4,570	6,000	6,000	14,677	6,000
415001 AUTOMOBILE ALLOWANCE	6,498	4,500	4,500	2,727	4,500
<b>10546004 LEGAL ADMINISTRATIVE SERV TR</b>	<b>292</b>	<b>200</b>	<b>1,380</b>	<b>1,380</b>	<b>4,000</b>
458001 TRANSPORTATION	292	100	763	763	2,000
458002 MEALS & LODGING	-	100	617	617	2,000
<b>10546005 LEGAL ADMINISTRATIVE SERV SP</b>	<b>23,345</b>	<b>20,238</b>	<b>20,502</b>	<b>20,259</b>	<b>27,650</b>
461001 OFFICE SUPPLIES	2,636	-	264	264	-
461400 POSTAGE	4	50	50	29	50
464000 PERIODICALS	20,705	20,188	20,188	19,966	27,600
<b>10546006 LEGAL ADMINISTRATIVE SERV SV</b>	<b>949,103</b>	<b>835,500</b>	<b>842,408</b>	<b>372,853</b>	<b>755,500</b>
432002 MEDICAL SERVICES	4,181	13,000	4,230	3,201	30,000
432003 LEGAL SERVICES	624,666	545,000	550,228	196,703	360,000
432004 ENGINEER & TECHNICAL SERVICES	61,519	50,000	50,000	23,789	30,000
455000 PRINTING & BINDING	-	1,000	-	-	1,500
455100 INTERNAL PRINT SHOP	1,755	1,500	1,775	733	3,000
456000 OTHER SERVICES	256,982	225,000	227,174	148,426	331,000
490000 FREEZE FUNDS	-	-	9,000	-	-



City of Buffalo  
 Adopted Budget 2020-2021  
 General Fund

**Corporation Counsel**  
**10546001-411001**  
**Budgeted Salaries**

Description	Step	Grade	Quantity	Unit Cost	Total
Assistant Corporation Counsel I Muni Attorney	17	A177	2	\$ 77,809	\$ 155,618
Assistant Corporation Counsel II	17	A088	7	98,780	691,460
Assistant Corporation Counsel II	11	A088	1	79,936	79,936
Assistant Corporation Counsel II	5	A088	3	98,780	296,340
Assistant Corporation Counsel II/ Fire	5	A088	1	98,780	98,780
Assistant Corporation Counsel II/Police	17	A088	1	98,780	98,780
Corporation Counsel	5	I067	1	129,892	129,892
Deputy Corporation Counsel	5	I061	1	101,300	101,300
Director of Employee Relations	5	I109	1	98,340	98,340
Legal Investigator	5	A032	-	52,833	-
Legal Secretary	17	A022	1	49,653	49,653
Legal Secretary	5	A022	3	49,634	148,902
Paralegal Assistant	17	A047	1	58,140	58,140
Secretary to the Office of New Americans	5	I010	-	43,636	-
Senior Deputy Corporation Counsel	5	I034	1	103,989	103,989
Senior Special Assistant	5	I133	-	53,425	-
Special Assistant to the Corporation Counsel	5	I010	1	43,702	43,702
Supervising Legal Investigator and Case Coordinator	12	A059	1	60,556	60,556
Typist	5	A002	1	41,269	41,269
Attrition					(178,276)
<b>Total</b>			<b>27</b>		<b>\$ 2,078,381</b>

# DEPARTMENT OF LAW

Administrative Adjudication  
Division #05-1052

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## Goals

1. To strive toward improving and expanding job performance using updated technology, streamlined operations and improved tracking and measurement functions.
2. To strive toward improving quality of life issues by working with issuing departments to effect proper issuance of summonses and enforcement capabilities.
3. Improving issuance and processing of summonses by working with MIS on citation management systems, including handheld and tablet capabilities. These updates allow ticket writers to issue summonses on a real-time basis and automatically upload summonses and photos into the Adjudication System. Streamlining operations improves office efficiency and customer relations resulting in a quick resolution of violations to improve quality of life in the City.
4. To set up and conduct training sessions with issuing officers on the proper issuance of summonses to improve effectiveness of summonses and compliance with correcting violations and hearing outcomes.
5. To further increase the number of violations cited through our office by working with EDIPS with the emphasis on removing lesser “one-shot” violations from Housing Court, allowing the more severe violations to be handled more effectively in Housing Court.

## Activities

1. Purchase, maintain, inventory and distribute Adjudication summonses to various City departments, including Street Sanitation, the Police Department, Office of Licenses, Permits & Inspections Services, Dogs Licenses and the Fire Department.
2. Update summonses to ensure changes to fine structures and Ordinances are accurate.
3. Research Ordinances and work with issuing departments to maintain updates about municipal code violations.
4. Coordinate enforcement of municipal code violations with the Department of Public Works, the Fire Department, Office of Licenses, Permits & Inspections Services, Dogs Licenses and the Police Department 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.
8. Process and research payments of fines, reconcile payment errors from treasury, appeal payments, appeal refunds and transfers and refunds for overpayments of summonses.
9. Accept and process pleas.

# DEPARTMENT OF LAW

## Administrative Adjudication

Division #05-1052

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10. Schedule and conduct hearings of Adjudication summonses issued for City Code violations and coordinate appearances of witnesses, police officers and ticket writers as necessary to improve disposition of hearings.
11. Research illegal dumping allegations, compile information from witnesses and issuing officers, and coordinate appearances at hearing of witnesses, issuing officers, attorneys and Corporation Counsel.
12. Process appeal applications and conduct hearings before an Appeals Panel.
13. Enter and process notices for failure to appear at scheduled hearings.
14. Research and respond to the Mayor's 311 Call & Resolution Center complaints.
15. Maintain the tote waiver system, including processing tote waiver applications and supporting documents and coordinating issuance of tote waiver stickers with the Department of Public Works.
16. Work with various Departments to collect outstanding judgments from In Rem foreclosure, to include the collection of outstanding judgments from individuals purchasing property at auction.
17. Refer outstanding summonses to Mercantile Adjustment Bureau.
18. Research mail returns without forwarding addresses.
19. Work with MIS on proper operation of various operating systems and update technology to meet needs of the Department.
20. Compile status and budgetary reports as necessary.
21. Perform general office functions: payroll entry; requisition entries; research and tracking of purchase orders; balancing Mercantile billings; and, other accounting tasks.

# DEPARTMENT OF LAW

Administrative Adjudication  
Division #05-1052

## Work Program Statistics

Issued summonses are filed with Administrative Adjudication for handling. Administrative Adjudication processes and maintains records of all summonses and supporting documents. The Department handles all phone inquiries, correspondence, payments, refunds, hearing requests, hearings, appeals, late notices, complaints, council requests and collection efforts.

### Summonses Issued (SI) and Revenues Received (RR)

	Actual 2018-2019		Projection 2019-2020 (1 <sup>st</sup> Half)		Estimate 2020-2021	
	SI	RR*	SI	RR*	SI*	RR**
Issuing Department						
Ordinance Officer	0	0	0	0	0	0
Street Sanitation	1,951	\$141,951	1,114	\$110,292	1,900	\$150,000
Police Department	3,897	\$252,366	889	\$128,576	1,550	\$240,000
License Department	55	\$7,043	6	\$2,189	12	\$3,000
Inspections Department	3,611	\$242,900	1,523	\$154,824	3,000	\$200,000
Dog Summons	29	\$575	3	\$100	1800**	\$11,000**
Fire Prevention	11	\$1,388	3	\$50	6	\$200

\*Revenues Received are actual revenues collected during the fiscal year. Estimate shows a decrease as a result of lost revenue during Covid-19.

\*\*Increase reflects summonses issued for Failure to Renew Dog Licenses which was reinstated on 2/20/20.



# DEPARTMENT OF LAW

## Administrative Adjudication Division #05-1052

### Number of Summonses Adjudicated (Hearings Held)

	<b>Actual 2018-2019</b>	<b>Projection 2019-2020</b>	<b>Estimate 2020-2021</b>
Street Sanitation Department	430	320	600
Police Department	795	301	800
License Department	11	16	25
Inspections Department	787	450	900
Dog Summons	8	0	100**
Fire Prevention	1	1	2

### Notices Generated

	<b>Actual 2018-2019</b>	<b>Projection 2019-2020</b>	<b>Estimate 2020-2021</b>
Summons Notice	8,678	3,399	8,500**
First (Late Notice)	4,512	2,876	5,700
Alertograms	3,588	2,065	4,100
Final Notices	3,087	1,658	3,300
Hearing Notices	2,048	909	1,800
FA Notices	527	234	450

	<b>Actual 2018-2019</b>	<b>Projection 2019-2020</b>	<b>Estimate 2020-2021</b>
Number of Appeals Heard	63	27	50
Tote Waiver Applications Processed	42	25	50
Collection Referrals	5,084	1,763	7,000
Number of Summons Payments Processed	5,267	2,406	5,000
Number of Appeals Heard	63	27	50
Tote Waiver Applications Processed	42	25	50

\*\* Increase reflects summonses issued for failure to renew dog licenses, which was reinstated on 2/20/20.

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

One Assistant Director; One Typist

### **Administrative Law Judges (Non Civil Service)**

Four Administrative Law Judges (ALJ) (Three ALJs work Appeal Hearings only)



City of Buffalo  
 Adopted Budget 2020-2021  
 General Fund

	2018-2019 Actual Amount	2019-2020 Adopted Budget	2019-2020 Revised Budget	2019-2020 Year To Date 6/18/2020	2020-2021 Adopted Budget
<b>1052 ADMIN ADJUD DIV GENERAL OFC TOTAL</b>	<b>125,996</b>	<b>143,163</b>	<b>148,038</b>	<b>116,728</b>	<b>146,636</b>
<b>10552001 LAW ADJUD PS</b>	<b>110,411</b>	<b>121,241</b>	<b>121,241</b>	<b>102,134</b>	<b>122,323</b>
411001 ANNUAL SALARY	100,715	101,561	101,561	94,934	106,283
412002 HOURLY SALARY	8,250	11,800	11,800	5,200	11,040
413001 OVERTIME	70	6,000	6,000	300	3,000
414001 LONGEVITY	1,375	1,700	1,700	1,700	2,000
414007 PERFECT ATTENDANCE INCENTIVE	-	180	180	-	-
<b>10552005 LAW ADJUD SP</b>	<b>261</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
461001 OFFICE SUPPLIES	261	-	-	-	-
<b>10552006 LAW ADJUD SV</b>	<b>15,325</b>	<b>21,922</b>	<b>26,797</b>	<b>14,595</b>	<b>24,313</b>
434003 COLLECTION AGENCY FEES	14,154	11,000	11,000	9,720	18,000
443400 EQUIP MAINTENANCE CONTRACTS	156	149	-	-	173
455000 PRINTING & BINDING	890	10,648	4,875	4,875	6,015
455100 INTERNAL PRINT SHOP	125	125	-	-	125
490000 FREEZE FUNDS	-	-	10,922	-	-



City of Buffalo  
Adopted Budget 2020-2021  
General Fund

**Administrative Adjudication**  
**10552001-411001**  
**Budgeted Salaries**

<b>Description</b>	<b>Step</b>	<b>Grade</b>	<b>Quantity</b>	<b>Unit Cost</b>	<b>Total</b>
Assistant Director of Administrative Adjudication	5	A064	1	\$ 66,260	\$ 66,260
Typist	15	A002	1	40,023	40,023
<b>Total</b>			<b>2</b>		<b>\$ 106,283</b>