



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

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.

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Corporation Counsel
Division #05-1046

Work Program Statistics

	Actual 2020-2021	Projection 2021-2022	Estimate 2022-2023
Litigation Matters	2,641	3,022	3,317
Contract Transactional Matters	6,828	7,171	7,335
In Rem Court Cases Heard	COVID-19	COVID-19	6,500
Housing Court Cases Heard	4,900	5,235	5,372
Tax and Assessment Matters	2,800	5,180	2,731
Board of Education Matters	220	273	273
Claims-New for Fiscal Year	1,239	1,582	1,734
Land Use and Development Matters	644	668	689
Labor Matters	1,060	1,394	1,539
Administrative Legal Opinions	755	928	1,121



City of Buffalo
 Adopted Budget 2022-2023
 General Fund

	2020-2021 Actual Amount	2021-2022 Adopted Budget	2021-2022 Revised Budget	2021-2022 Year To Date 6/7/2022	2022-2023 Adopted Budget
1046 LEGAL ADMINISTRATIVE SERVICE TOTAL	2,888,376	3,200,885	3,515,996	2,583,685	4,651,575
10546001 LEGAL ADMINISTRATIVE SERV PS	2,227,588	2,582,058	2,582,058	1,747,872	3,657,075
411001 ANNUAL SALARY	2,142,277	2,521,308	2,521,308	1,718,444	3,569,525
412002 HOURLY SALARY	25,166	15,000	15,000	-	15,000
413001 OVERTIME	-	1,000	1,000	-	1,000
414001 LONGEVITY	19,800	15,750	15,750	19,936	24,550
414007 PERFECT ATTENDANCE INCENTIVE	33,877	18,500	18,500	965	34,000
414028 VACATION BUYOUT	6,468	6,000	6,000	8,527	10,000
415001 AUTOMOBILE ALLOWANCE	-	4,500	4,500	-	3,000
10546004 LEGAL ADMINISTRATIVE SERV TR	-	2,250	2,250	-	5,000
458001 TRANSPORTATION	-	1,500	1,500	-	-
458002 MEALS & LODGING	-	750	750	-	-
458003 REGISTRATION & MEMBERSHIP FEES	-	-	-	-	5,000
10546005 LEGAL ADMINISTRATIVE SERV SP	23,822	29,030	29,030	22,061	28,000
461400 POSTAGE	-	50	50	-	-
464000 PERIODICALS	23,822	28,980	28,980	22,061	28,000
10546006 LEGAL ADMINISTRATIVE SERV SV	636,965	587,547	902,658	813,751	961,500
432002 MEDICAL SERVICES	13,111	22,000	23,571	3,243	20,000
432003 LEGAL SERVICES	240,329	241,347	601,904	601,673	500,000
432004 ENGINEER & TECHNICAL SERVICES	19,852	20,000	20,000	19,860	40,000
455000 PRINTING & BINDING	-	1,200	1,200	50	-
455100 INTERNAL PRINT SHOP	835	3,000	3,112	182	1,500
456000 OTHER SERVICES	362,840	300,000	191,872	188,744	400,000
490000 FREEZE FUNDS	-	-	61,000	-	-



City of Buffalo
 Adopted Budget 2022-2023
 General Fund

Corporation Counsel
10546001-411001
Budgeted Salaries

Description	Step	Grade	Quantity	Unit Cost	Total
Assistant Corporation Counsel I Muni Attorney	11	A077	4	\$ 73,406	\$ 293,624
Assistant Corporation Counsel II	11	A088	8	88,435	707,480
Assistant Corporation Counsel II	17	A088	7	104,755	733,285
Assistant Corporation Counsel II/Transactional Lead	17	A088	1	104,755	104,755
Assistant Corporation Counsel III			5	106,000	530,000
Assistant Corporation Counsel IV			5	118,000	590,000
Corporation Counsel			1	141,841	141,841
Deputy Corporation Counsel			1	133,000	133,000
Director of Employee Relations	5	I109	1	107,981	107,981
Legal Investigator	11	A032	1	48,623	48,623
Legal Secretary	17	A022	1	51,659	51,659
Legal Secretary	5	A022	1	51,659	51,659
Paralegal Assistant	12	A047	2	53,819	107,638
Paralegal Assistant	17	A047	1	60,489	60,489
Paralegal Assistant - Labor	11	A047	1	52,486	52,486
Senior Deputy Corporation Counsel			1	137,000	137,000
Senior Paralegal Assistant	11	A105	1	64,713	64,713
Special Assistant to Corporation Counsel	5	I010	1	47,969	47,969
Supervising Legal Investigator & Case Coordinator	15	A059	1	62,387	62,387
Typist	5	A002	1	42,936	42,936
Attrition					(500,000)
Total			45		\$ 3,569,525

DEPARTMENT OF LAW

Administrative Adjudication

Division #05-1052

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

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.

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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)

Issuing Department	Actual 2020-2021	Projection 2021-2022	Estimate 2022-2023
Street Sanitation	1,234	942	1,100
Police Department	2,245	3,966	4,000
License Department	12	6	10
Inspections Department	3,661	1,202	3,750
TOTALS:	7,152	6,116	8,860

Notices Generated

Notice Type	Actual 2020-2021	Projection 2021-2022	Estimate 2022-2023
Summons Notice	6,065	6,952	8,500
First (Late Notice)	-	12,856	12,800
Alertograms	-	7,012	7,200
Final Notices	-	1,502	1,500
Hearing Notices	1,033	760	1,100
FA Notices	123	794	800
TOTALS:	7,221	29,876	31,900

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Administrative Adjudication Division #05-1052

Summons Adjudicated (Hearings Held)

Summons Type	Actual 2020-2021	Projection 2021-2022	Estimate 2022-2023
Street Sanitation	236	304	325
Police Department	237	360	375
License Department	-	8	8
Inspections Department	364	436	575
Dog Summons	12	-	-
TOTALS:	849	1,108	1,283

Administrative Law Judges (Non Civil Service)

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



City of Buffalo
 Adopted Budget 2022-2023
 General Fund

	2020-2021 Actual Amount	2021-2022 Adopted Budget	2021-2022 Revised Budget	2021-2022 Year To Date 6/7/2022	2022-2023 Adopted Budget
1052 ADMIN ADJUD DIV GENERAL OFC TOTAL	129,682	321,235	326,088	125,613	254,922
10552001 LAW ADJUD PS	112,722	300,095	299,685	114,550	232,797
411001 ANNUAL SALARY	106,000	285,310	284,900	108,429	218,097
412002 HOURLY SALARY	1,375	10,200	10,200	2,000	10,000
413001 OVERTIME	-	1,500	1,500	1,043	3,000
414001 LONGEVITY	2,000	2,700	2,700	3,078	700
414007 PERFECT ATTENDANCE INCENTIVE	2,077	385	385	-	1,000
414028 VACATION BUYOUT	1,269	-	-	-	-
10552006 LAW ADJUD SV	16,960	21,140	26,403	11,063	22,125
434003 COLLECTION AGENCY FEES	16,960	15,000	19,853	4,853	15,000
455000 PRINTING & BINDING	-	6,015	6,425	6,210	7,000
455100 INTERNAL PRINT SHOP	-	125	125	-	125



City of Buffalo
Adopted Budget 2022-2023
General Fund

Administrative Adjudication
10552001-411001
Budgeted Salaries

Description	Step	Grade	Quantity	Unit Cost	Total
Assistant Corporation Counsel I Muni Attorney	12	A077	1	\$ 70,787	\$ 70,787
Assistant Director of Administrative Adjudication	5	A064	1	59,517	59,517
Legal Secretary	11	A022	1	44,857	44,857
Typist	16	A002	1	42,936	42,936
Total			4		\$ 218,097