



DEPARTMENT OF LAW

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CORPORATION COUNSEL

Division #05-1046

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ADMINISTRATIVE ADJUDICATION

Division #05-1052

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.

Work Program Statistics

	Actual 2021-2022	Projection 2022-2023	Estimate 2023-2024
Litigation Matters	2,743	2,976	3,147
Contract Transactional Matters	6,965	7,017	7,415
In Rem Court Cases Heard	COVID-19	COVID-19	TBD
Housing Court Cases Heard	3,097	4,371	5,372
Tax and Assessment Matters	2,717	2,713	2,852
Board of Education Matters	237	3	10
Claims-New for Fiscal Year	1,239	1,785	1,634
Land Use and Development Matters	623	631	657
Labor Matters	1,124	1,429	1,566
Administrative Legal Opinions	1,133	1,217	1,282



City of Buffalo
 Recommended Budget 2023-2024
 General Fund

	2021-2022 Actual Amount	2022-2023 Adopted Budget	2022-2023 Revised Budget	2022-2023 Year To Date 4/28/2023	2023-2024 Recommended Budget
1046 LEGAL ADMINISTRATIVE SERVICE TOTAL	3,227,835	4,651,575	4,818,139	2,893,179	5,055,281
10546001 LEGAL ADMINISTRATIVE SERV PS	2,068,699	3,657,075	2,841,625	1,729,401	3,597,531
411001 ANNUAL SALARY	2,035,846	3,569,525	2,754,075	1,699,227	3,496,531
412002 HOURLY SALARY	0	15,000	15,000	2,114	30,000
413001 OVERTIME	586	1,000	1,000	479	1,000
413003 ACTING TIME	0	0	0	4,027	0
414001 LONGEVITY	20,845	24,550	24,550	14,675	23,000
414007 PERFECT ATTENDANCE INCENTIVE	2,895	34,000	34,000	483	34,000
414028 VACATION BUYOUT	8,527	10,000	10,000	8,396	10,000
415001 AUTOMOBILE ALLOWANCE	0	3,000	3,000	0	3,000
10546004 LEGAL ADMINISTRATIVE SERV TR	0	5,000	6,100	2,735	13,250
458001 TRANSPORTATION	0	0	600	579	1,250
458002 MEALS & LODGING	0	0	500	431	2,000
458003 REGISTRATION & MEMBERSHIP FEES	0	5,000	5,000	1,725	10,000
10546005 LEGAL ADMINISTRATIVE SERV SP	26,535	28,000	28,000	22,432	36,000
464000 PERIODICALS	26,535	28,000	28,000	22,432	36,000
10546006 LEGAL ADMINISTRATIVE SERV SV	1,132,601	961,500	1,942,414	1,138,611	1,408,500
432002 MEDICAL SERVICES	1,668	20,000	20,024	15,470	25,000
432003 LEGAL SERVICES	864,341	500,000	1,375,508	824,227	800,000
432004 ENGINEER & TECHNICAL SERVICES	55,063	40,000	135,901	66,010	80,000
455000 PRINTING & BINDING	50	0	0	0	2,000
455100 INTERNAL PRINT SHOP	182	1,500	1,500	576	1,500
456000 OTHER SERVICES	211,296	400,000	409,481	232,328	500,000



City of Buffalo
 Recommended Budget 2023-2024
 General Fund

Corporation Counsel
10546001-411001
Budgeted Salaries

DESCRIPTION	QTY	SALARY	TOTAL
Assistant Corporation Counsel I/Muni @ STEP 12	1	77,876	77,876
Assistant Corporation Counsel IV - Appeals @ STEP 13 A119	1	125,214	125,214
Assistant Corporation Counsel IV @ STEP 11 A119	1	121,540	121,540
Assistant Corporation Counsel IV @ STEP 13	2	125,214	250,428
Assistant Corporation Counsel I/Muni @ STEP 11	2	75,608	151,216
Assistant Corporation Counsel I/Muni @ STEP 14 A088	1	82,619	82,619
Assistant Corporation Counsel II @ STEP 11	2	91,087	182,174
Assistant Corporation Counsel II @ STEP 12 A088	1	93,820	93,820
Assistant Corporation Counsel II @ STEP 13 A088	1	96,634	96,634
Assistant Corporation Counsel II @ STEP 17 A088	5	107,898	539,490
Assistant Corporation Counsel II @STEP 15 A088	1	102,519	102,519
Assistant Corporation Counsel III	5	109,180	545,900
ASSISTANT CORPORATION COUNSEL IV A119 Step 2	1	124,115	124,115
Attrition			-90,000
Corporation Counsel I067 Step 5	1	146,096	146,096
DEPUTY CORPORATION COUNSEL I061	1	136,990	136,990
DIRECTOR OF EMPLOYEE RELATIONS (I109)	1	111,220	111,220
Legal Investigator Step 11 A032	1	50,082	50,082
LEGAL SECRETARY @ STEP 5 A022	2	53,208	106,416
Paralegal Assistant @ Step 11 A047	1	54,061	54,061
Paralegal Assistant @ Step 3 A047	2	58,180	116,360
Senior Paralegal Assistant @ Step 13 A105	1	70,124	70,124
SPECIAL ASSISTANT TO CORP COUNSEL I010	1	52,045	52,045
SR DEPUTY CORPORATION COUNSEL IO34 STP 5	1	141,110	141,110
Supervising Legal Investigator and Case Coordinator A059 Step 15	1	64,258	64,258
TYPIST @ STEP 5. A002	1	44,224	44,224
	38		3,496,531

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 DPIS 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.

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.

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 2021-2022	Projection 2022-2023	Estimate 2023-2024
Street/Sanitation/Garbage	937	825	950
Police Department	2,223	1,850	2,225
License Department	18	21	30
Inspections Department	3,204	3,325	3,500
Dog Summons	-	8	5
Fire Prevention	-	-	-
TOTALS:	6,382	6,029	6,710

Notices Generated

Notice Type	Actual 2021-2022	Projection 2022-2023	Estimate 2023-2024
Summons Notice	5,543	5,500	5,750
First (Late Notice)	7,536	5,350	7,250
Alertograms	6,692	3,488	6,300
Final Notices	6,367	2,786	6,175
Hearing Notices	521	763	775
FA Notices	395	190	500
TOTALS:	27,054	18,077	26,750

Summons Adjudicated (Hearings Held)

Summons Type	Actual 2021-2022	Projection 2022-2023	Estimate 2023-2024
Street/Sanitation/Garbage	124	132	150
Police Department	203	256	275
License Department	3	3	5
Inspections Department	191	364	395
Dog Summons	-	8	5
Fire Prevention	-	-	-
TOTALS:	521	763	830

Administrative Law Judges (Non-Civil Service)

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



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1052 ADMIN ADJUD DIV GENERAL OFC TOTAL	133,499	254,922	260,936	74,046	196,687
10552001 LAW ADJUD PS	133,464	232,797	232,797	67,796	166,562
411001 ANNUAL SALARY	126,543	218,097	218,097	66,696	151,862
412002 HOURLY SALARY	2,800	10,000	10,000	400	10,000
413001 OVERTIME	1,043	3,000	3,000	0	3,000
414001 LONGEVITY	3,078	700	700	700	700
414007 PERFECT ATTENDANCE INCENTIVE	0	1,000	1,000	0	1,000
10552006 LAW ADJUD SV	35	22,125	28,139	6,250	30,125
434003 COLLECTION AGENCY FEES	0	15,000	15,000	0	15,000
455000 PRINTING & BINDING	35	7,000	13,014	6,250	15,000
455100 INTERNAL PRINT SHOP	0	125	125	0	125



City of Buffalo
Recommended Budget 2023-2024
General Fund

Administrative Adjudication
10552001-411001
Budgeted Salaries

DESCRIPTION	QTY	SALARY	TOTAL
ASSIST DIR ADMIN ADJUDICATION A064 - STEP 11	1	61,302	61,302
Legal Secretary A022 Step 11	1	46,336	46,336
TYPIST - A002 - STEP 17	1	44,224	44,224
	3		151,862