



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 2019-2020	Projection 2020-2021	Estimated 2021-2022
Litigation Matters	2,500	2,641	3,022
Contract Transactional Matters	6,500	6,828	7,171
In Rem Court Cases Heard	4,000	4,231	6,114
Housing Court Cases Heard	4,500	4,900	5,235
Tax and Assessment Matters	450	2,800	5,180
Board of Education Matters	210	220	273
Claims-New for Fiscal Year	1,000	1,239	1,582
Land Use and Development Matters	550	644	668
Labor Matters	975	1,060	1,394
Administrative Legal Opinions	575	755	928



City of Buffalo
Recommended Budget 2021-2022
General Fund

	2019-2020 Actual Amount	2020-2021 Adopted Budget	2020-2021 Revised Budget	2020-2021 Year To Date 4/29/2021	2021-2022 Recommended Budget
1046 LEGAL ADMINISTRATIVE SERVICE TOTAL	2,540,316	2,948,756	2,984,756	2,315,647	3,200,885
10546001 LEGAL ADMINISTRATIVE SERV PS	2,149,865	2,161,606	2,231,606	1,734,101	2,582,058
411001 ANNUAL SALARY	2,048,030	2,078,381	2,138,381	1,688,519	2,521,308
412002 HOURLY SALARY	44,344	37,500	47,500	24,440	15,000
413001 OVERTIME	72	1,000	1,000	0	1,000
414001 LONGEVITY	16,600	15,725	15,725	14,675	15,750
414007 PERFECT ATTENDANCE INCENTIVE	23,414	18,500	18,500	0	18,500
414028 VACATION BUYOUT	14,677	6,000	6,000	6,468	6,000
415001 AUTOMOBILE ALLOWANCE	2,727	4,500	4,500	0	4,500
10546004 LEGAL ADMINISTRATIVE SERV TR	1,380	4,000	4,000	0	2,250
458001 TRANSPORTATION	763	2,000	2,000	0	1,500
458002 MEALS & LODGING	617	2,000	2,000	0	750
10546005 LEGAL ADMINISTRATIVE SERV SP	20,257	27,650	27,650	19,436	29,030
461001 OFFICE SUPPLIES	263	0	0	0	0
461400 POSTAGE	29	50	50	0	50
464000 PERIODICALS	19,966	27,600	27,600	19,436	28,980
10546006 LEGAL ADMINISTRATIVE SERV SV	368,814	755,500	721,500	562,110	587,547
432002 MEDICAL SERVICES	3,096	30,000	10,105	2,835	22,000
432003 LEGAL SERVICES	194,036	360,000	236,800	183,692	241,347
432004 ENGINEER & TECHNICAL SERVICES	23,789	30,000	20,000	11,000	20,000
455000 PRINTING & BINDING	0	1,500	1,500	0	1,200
455100 INTERNAL PRINT SHOP	733	3,000	3,000	835	3,000
456000 OTHER SERVICES	147,159	331,000	365,095	363,747	300,000
490000 FREEZE FUNDS	0	0	85,000	0	0



City of Buffalo
 Recommended Budget 2021-2022
 General Fund

Corporation Counsel
10546001-411001
Budgeted Salaries

Description	Step	Grade	Quantity	Unit Cost	Total
Assistant Corporation Counsel I Muni Attorney	12	A177	2	\$ 69,399	\$ 138,798
Assistant Corporation Counsel II	17	A088	9	100,755	906,795
Assistant Corporation Counsel II	11	A088	2	81,535	163,070
Assistant Corporation Counsel II	5	A088	2	100,755	201,510
Assistant Corporation Counsel II/ Fire	5	A088	1	100,755	100,755
Assistant Corporation Counsel II/Police	16	A088	1	97,550	97,550
Assistant Corporation Counsel II/Transactional Lead	17	A088	1	100,755	100,755
Corporation Counsel	5	I067	1	135,140	135,140
Deputy Corporation Counsel	5	I061	1	103,365	103,365
Legal Secretary	17	A022	1	50,646	50,646
Legal Secretary	5	A022	3	50,646	151,938
Paralegal Assistant	17	A047	1	59,903	59,903
Senior Deputy Corporation Counsel	5	I034	1	108,190	108,190
Senior Special Assistant	5	I133	1	55,583	55,583
Special Assistant to the Corporation Counsel	5	I010	1	45,568	45,568
Supervising Legal Investigator and Case Coordinator	14	A059	1	59,648	59,648
Typist	5	A002	1	42,094	42,094
Total			30		\$ 2,521,308

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.

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)

Issuing Department	Actual 2019-2020		Actual 2020-2021 (1st Half)		Estimate 2021-2022	
	SI*	RR**	SI*	SI*	RR**	SI*
Street Sanitation	1,898	\$155,846	606	\$35,346	1,900	\$160,000
Police Department	1,749	\$217,784	671	\$53,186	1,800	\$240,000
License Department	6	\$6,803	6	\$1,847	6	\$6,000
Inspections Department	2,585	\$213,841	1,732	\$56,799	3,000	\$250,000
Dog Summons***	333	\$2,425	7	\$250	500	\$5,000
Fire Prevention	3	\$200	-	-	-	-
TOTALS:	6,574	\$596,895	3,022	\$147,438	7,206	\$661,000

*Summonses Issued are summonses issued during the fiscal year.

**Revenues Received are actual revenues collected during the fiscal year, which includes payments for summonses issued in prior years. Decreased revenues are the result of lost revenue during Covid-19.

***Initial increase was the result of summonses issued for Failure to Renew Dog Licenses which was reinstated on 2/20/20. This was followed by a decrease in revenues as a result of pausing the issuance of dog summonses during the pandemic.

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
 Recommended Budget 2021-2022
 General Fund

	2019-2020 Actual Amount	2020-2021 Adopted Budget	2020-2021 Revised Budget	2020-2021 Year To Date 4/29/2021	2021-2022 Recommended Budget
1052 ADMIN ADJUD DIV GENERAL OFC TOTAL	125,631	146,636	158,370	104,647	321,235
10552001 LAW ADJUD PS	111,036	122,323	116,323	87,687	300,095
411001 ANNUAL SALARY	103,647	106,283	106,283	84,418	285,310
412002 HOURLY SALARY	5,200	11,040	5,040	0	10,200
413001 OVERTIME	300	3,000	3,000	0	1,500
414001 LONGEVITY	1,700	2,000	2,000	2,000	2,700
414007 PERFECT ATTENDANCE INCENTIVE	189	0	0	0	385
414028 VACATION BUYOUT	0	0	0	1,269	0
10552006 LAW ADJUD SV	14,595	24,313	42,047	16,960	21,140
434003 COLLECTION AGENCY FEES	9,720	18,000	29,734	16,960	15,000
443400 EQUIP MAINTENANCE CONTRACTS	0	173	173	0	0
455000 PRINTING & BINDING	4,875	6,015	6,015	0	6,015
455100 INTERNAL PRINT SHOP	0	125	125	0	125
490000 FREEZE FUNDS	0	0	6,000	0	0



City of Buffalo
Recommended Budget 2021-2022
General Fund

Administrative Adjudication
10552001-411001
Budgeted Salaries

Description	Step	Grade	Quantity	Unit Cost	Total
Assistant Corporation Counsel II	11	A088	1	\$ 81,535	\$ 81,535
Assistant Corporation Counsel II	17	A088	1	100,755	100,755
Assistant Director of Administrative Adjudication	5	A064	1	67,586	67,586
Legal Secretary	11	A022	1	43,977	43,977
Typist	16	A002	1	41,457	41,457
Attrition					(50,000)
Total			5		\$ 285,310