



# DEPARTMENT OF COMMON COUNCIL

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NINE COUNCILMEMBERS

Divisions 01-1003 through 01-1014

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LEGISLATIVE

Division 01-1002

# DEPARTMENT OF COMMON COUNCIL

## Nine Councilmembers Division #01-1003 through 01-1014

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### Goal

To carry out the powers and duties as set forth in the City Charter in such a fashion to ensure sound government and good order of the City, protection of persons and property therein and the preservation of the health and welfare of the citizens of the City.

### Activities

#### Common Council

1. Exercise governance of the City as a legislative body.
2. Enact laws, Ordinances, rules and regulations for the common good of City residents and businesses.
3. Adopt the City's annual Operating, Capital and Grant Budgets.
4. Authorize the borrowing of funds as required by enabling statute.
5. Confirm the appointment of Local Officials as required by City Charter.
6. Fix the salary and compensation of every officer and employee of the City.
7. Investigate and inquire into all matters brought before the Common Council to include administering oaths and compelling testimony.
8. Hold public hearings as required by law.

#### Legislative

1. Provide technical, clerical and administrative support to the Common Council and individually to its members.
2. Provide staff assistance for all regularly scheduled or specially called public meetings and hearings.
3. Prepare resolutions, rules and regulations for enactment by the Common Council.
4. Assist with the investigation and review of items and issues brought before the Common Council.
5. Provide virtual streaming of meetings.
6. Maintain transparency.

# DEPARTMENT OF COMMON COUNCIL

Nine Councilmembers  
Division #01-1003 through 01-1014

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## Work Program Statistics

	<b>Actual 2020-2021</b>	<b>Projection 2021-2022</b>	<b>Estimate 2022-2023</b>
Regular Council meetings	24	24	24
Regular Committee meetings	101	101	101
Special Council meetings	5	5	5
Special Committee meetings	14	12	10
Rezoning requests	11	10	10
Rezoning approved	10	7	8
Use Permits submitted	59	65	70
Use Permits approved	52	58	65
District Council Members	9	9	9



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
<b>COUNCILMEMBERS TOTAL</b>	<b>1,780,487</b>	<b>1,843,116</b>	<b>1,890,396</b>	<b>1,567,178</b>	<b>2,006,654</b>
1003 COUNCILMEMBER TWO	204,950	216,444	216,444	152,640	223,085
10103001 COUNCILMEMBER 2 PS	204,950	216,444	216,444	152,640	223,085
411001 ANNUAL SALARY	183,473	195,739	195,739	136,010	202,380
414001 LONGEVITY	1,400	700	700	-	700
414008 LEADERSHIP STIPEND	15,058	15,000	15,000	12,473	15,000
415001 AUTOMOBILE ALLOWANCE	5,019	5,005	5,005	4,158	5,005
1004 COUNCILMEMBER THREE	204,145	209,444	234,444	205,009	216,785
10104001 COUNCILMEMBER 3 PS	204,145	207,444	232,444	205,009	214,785
411001 ANNUAL SALARY	192,402	195,739	220,739	194,462	202,380
414001 LONGEVITY	700	700	700	1,400	1,400
414008 LEADERSHIP STIPEND	6,023	6,000	6,000	4,989	6,000
415001 AUTOMOBILE ALLOWANCE	5,019	5,005	5,005	4,158	5,005
10104004 COUNCILMEMBER THREE TR	-	2,000	2,000	-	2,000
458001 TRANSPORTATION	-	900	900	-	900
458002 MEALS & LODGING	-	900	900	-	900
458003 REGISTRATION & MEMBERSHIP FEES	-	200	200	-	200
1005 COUNCILMEMBER 4	201,812	207,904	215,904	184,865	232,413
10105001 COUNCILMEMBER 4 PS	201,812	207,904	215,904	184,865	232,413
411001 ANNUAL SALARY	190,770	196,899	204,899	175,718	220,708
414001 LONGEVITY	-	-	-	-	700
414008 LEADERSHIP STIPEND	6,023	6,000	6,000	4,989	6,000
415001 AUTOMOBILE ALLOWANCE	5,019	5,005	5,005	4,158	5,005
1007 COUNCILMEMBER 6	185,304	190,071	190,071	157,530	205,773
10107001 COUNCILMEMBER 6 PS	185,304	190,071	190,071	157,530	202,273
411001 ANNUAL SALARY	174,262	178,366	178,366	148,383	190,568
414001 LONGEVITY	-	700	700	-	700
414008 LEADERSHIP STIPEND	6,023	6,000	6,000	4,989	6,000
415001 AUTOMOBILE ALLOWANCE	5,019	5,005	5,005	4,158	5,005
10107004 COUNCILMEMBER SIX TR	-	-	-	-	3,500
458001 TRANSPORTATION	-	-	-	-	1,000
458002 MEALS & LODGING	-	-	-	-	2,000
458003 REGISTRATION & MEMBERSHIP FEES	-	-	-	-	500
1009 COUNCILMEMBER 8	211,105	218,833	220,833	186,157	237,588
10109001 COUNCILMEMBER 8 PS	211,105	216,133	218,133	186,157	234,088
411001 ANNUAL SALARY	198,013	203,078	205,078	176,310	220,708
414001 LONGEVITY	2,050	2,050	2,050	700	2,375
414008 LEADERSHIP STIPEND	6,023	6,000	6,000	4,989	6,000



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
<b>COUNCILMEMBERS TOTAL</b>	<b>1,780,487</b>	<b>1,843,116</b>	<b>1,890,396</b>	<b>1,567,178</b>	<b>2,006,654</b>
415001 AUTOMOBILE ALLOWANCE	5,019	5,005	5,005	4,158	5,005
10109004 COUNCILMEMBER 8 TR	-	2,700	2,700	-	3,500
458001 TRANSPORTATION	-	1,000	1,000	-	1,500
458002 MEALS & LODGING	-	1,500	1,500	-	1,500
458003 REGISTRATION & MEMBERSHIP FEES	-	200	200	-	500
1010 COUNCILMEMBER 9	191,440	205,227	205,227	170,901	216,885
10110001 COUNCILMEMBER 9 PS	191,242	201,727	201,727	170,901	213,385
411001 ANNUAL SALARY	180,200	190,722	190,722	161,755	202,380
414008 LEADERSHIP STIPEND	6,023	6,000	6,000	4,989	6,000
415001 AUTOMOBILE ALLOWANCE	5,019	5,005	5,005	4,158	5,005
10110004 COUNCILMEMBER 9 TR	198	3,500	3,500	-	3,500
458001 TRANSPORTATION	-	1,000	1,000	-	1,000
458002 MEALS & LODGING	-	2,000	2,000	-	2,000
458003 REGISTRATION & MEMBERSHIP FEES	198	500	500	-	500
1011 COUNCILMEMBER 10	196,081	200,574	203,854	168,203	212,217
10111001 COUNCILMEMBER 10 PS	196,081	200,574	203,854	168,203	212,217
411001 ANNUAL SALARY	179,998	184,544	187,824	155,730	195,862
414001 LONGEVITY	1,025	1,025	1,025	-	1,350
414008 LEADERSHIP STIPEND	10,039	10,000	10,000	8,315	10,000
415001 AUTOMOBILE ALLOWANCE	5,019	5,005	5,005	4,158	5,005
10112 COUNCILMEMBER 11	204,517	209,629	212,629	181,590	228,145
10112001 COUNCILMEMBER 11 PS	204,517	209,629	212,629	181,590	228,145
411001 ANNUAL SALARY	192,074	196,899	199,899	171,743	215,415
414001 LONGEVITY	1,400	1,725	1,725	700	1,725
414008 LEADERSHIP STIPEND	6,023	6,000	6,000	4,989	6,000
415001 AUTOMOBILE ALLOWANCE	5,019	5,005	5,005	4,158	5,005
10114 COUNCILMEMBER 13	181,133	184,990	190,990	160,283	233,763
10114001 COUNCILMEMBER 13 PS	181,133	184,990	190,990	160,283	233,763
411001 ANNUAL SALARY	169,066	172,960	178,960	150,111	220,708
414001 LONGEVITY	1,025	1,025	1,025	1,025	2,050
414008 LEADERSHIP STIPEND	6,023	6,000	6,000	4,989	6,000
415001 AUTOMOBILE ALLOWANCE	5,019	5,005	5,005	4,158	5,005



City of Buffalo  
 Adopted Budget 2022-2023  
 General Fund

**Common Council  
 Budgeted Salaries**

Description	Step	Grade	Qty	Unit Cost	Total
<b>10103001-411001</b>					
Councilmember 2 (Council President)	5	H001	1	\$ 75,000	\$ 75,000
Legislative Assistant			1	54,526	54,526
Senior Legislative Assistant IV			1	72,854	72,854
<b>Total Councilmember 2</b>			<b>3</b>		<b>\$ 202,380</b>
<b>10104001-411001</b>					
Councilmember 3	5	H001	1	\$ 75,000	\$ 75,000
Legislative Assistant			1	54,526	54,526
Senior Legislative Assistant IV			1	72,854	72,854
<b>Total Councilmember 3</b>			<b>3</b>		<b>\$ 202,380</b>
<b>10105001-411001</b>					
Councilmember 4	5	H001	1	\$ 75,000	\$ 75,000
Senior Legislative Assistant IV			2	72,854	145,708
<b>Total Councilmember 4</b>			<b>3</b>		<b>\$ 220,708</b>
<b>10107001-411001</b>					
Councilmember 6	5	H001	1	\$ 75,000	\$ 75,000
Senior Legislative Assistant			1	54,526	54,526
Legislative Assistant			1	61,042	61,042
<b>Total Councilmember 6</b>			<b>3</b>		<b>\$ 190,568</b>
<b>10109001-411001</b>					
Councilmember 8	5	H001	1	\$ 75,000	\$ 75,000
Senior Legislative Assistant IV			2	72,854	145,708
<b>Total Councilmember 8</b>			<b>3</b>		<b>\$ 220,708</b>
<b>10110001-411001</b>					
Councilmember 9	5	H001	1	\$ 75,000	\$ 75,000
Legislative Assistant			1	54,526	54,526
Senior Legislative Assistant IV			1	72,854	72,854
<b>Total Councilmember 9</b>			<b>3</b>		<b>\$ 202,380</b>
<b>10111001-411001</b>					
Councilmember 10 (Majority Leader)	5	H001	1	\$ 75,000	\$ 75,000
Legislative Aide			1	48,008	48,008
Senior Legislative Assistant IV			1	72,854	72,854
<b>Total Councilmember 10</b>			<b>3</b>		<b>\$ 195,862</b>
<b>10112001-411001</b>					
Councilmember 11 (President Pro Tempore)	5	H001	1	\$ 75,000	\$ 75,000
Senior Legislative Assistant IV			1	72,854	72,854
Senior Legislative Assistant II			1	67,561	67,561
<b>Total Councilmember 11</b>			<b>3</b>		<b>\$ 215,415</b>



City of Buffalo  
Adopted Budget 2022-2023  
General Fund

**Common Council  
Budgeted Salaries**

Description	Step	Grade	Qty	Unit Cost	Total
<b>10114001-411001</b>					
Councilmember 13	5	H001	1	\$ 75,000	\$ 75,000
Senior Legislative Assistant IV			2	72,854	145,708
<b>Total Councilmember 13</b>			<b>3</b>		<b>\$ 220,708</b>
<b>Totals</b>			<b>27</b>		<b>\$ 1,871,109</b>



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
<b>1002 LEGISLATIVE TOTAL</b>	<b>812,901</b>	<b>1,211,247</b>	<b>1,284,154</b>	<b>717,674</b>	<b>1,285,743</b>
10102001 LEGISLATIVE PS	812,901	1,211,247	954,302	597,486	1,285,743
411001 ANNUAL SALARY	628,228	814,881	647,133	438,366	875,243
412002 HOURLY SALARY	178,473	389,466	298,169	153,595	405,000
414001 LONGEVITY	6,200	6,900	9,000	5,525	5,500
10102006 LEGISLATIVE SV	-	-	329,853	120,188	-
434004 CC NEIGHBORHOOD INITIATIVES	-	-	329,853	120,188	-





City of Buffalo  
Adopted Budget 2022-2023  
General Fund

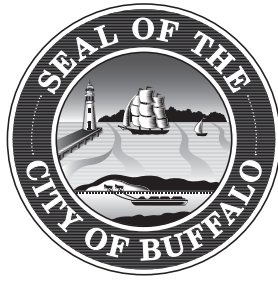
**Legislation**  
**10102001-411001**  
**Budgeted Salaries**

Description	Step	Grade	Quantity	Unit Cost	Total
Chief of Staff			1	\$ 79,477	\$ 79,477
Legislative Aide			1	48,008	48,008
Legislative Aide			1	48,008	48,008
Legislative Assistant			5	54,526	272,630
Legislative Policy Advisor	17	A088	1	104,775	104,775
Press Information Officer			1	59,846	59,846
Sr Legislative Assistant II			1	67,561	67,561
Sr Legislative Assistant IV			1	72,854	72,854
Sr. Legis Asst. Cncl/Cc Member			2	61,042	122,084
<b>Total</b>			<b>14</b>		<b>\$ 875,243</b>



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# DEPARTMENT OF CITY CLERK

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CITY CLERK

Division #02-1020

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CITY CLERK RECORDS MANAGEMENT

Division #02-1021

# DEPARTMENT OF COMMON COUNCIL

## Division of City Clerk Division #02-1020

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### Goals

1. To carry out the powers and duties as set forth in the City Charter in such a manner as to ensure sound government and order in the City.
2. To assist the elected officials in carrying out their duties.
3. To be available to the general public in assisting them in obtaining information or aid through City government or Agencies administered by same.
4. To record accurately and file all certificates of birth, fetal deaths, deaths, marriage licenses, domestic partnerships and Acknowledgments of Paternity occurring within the City.
5. To issue copies of records to all appropriate requesters.
6. To process all Commissioner of Deed applications and renewals and chicken coop license applications.
7. To continue the Dog Enumeration Program to ensure that all dog owners obtain a valid dog license.
8. Performs duties as Records Management Officer of the City.

### Activities

1. Prepare, certify and maintain a journal of the proceedings of the Common Council and publish it in the manner prescribed by Ordinance.
2. Record every Ordinance enacted by the Common Council.
3. Record every local law and notify the Office of the New York State Comptroller and the New York Secretary of State of changes in the City Charter.
4. Notify the Commissioner of the Board of Elections if a local law is subject to referendum.
5. Give notice in writing to every officer of his election or appointment and of the amount of the official bond or undertaking required.
6. Publish all notices, advertising matters or proceedings required by ordinance or law.
7. Issue marriage licenses and maintain permanent records thereof.
8. Prepare statements and forms pertaining to monies due the State of New York collected in the issuing of marriage licenses.
9. File disclosure statements pursuant to the New York State Code of Ethics, Chapter VIII, Sec. 90.
10. Administer the local 25-year pension plan of retired Police Officers and Firefighters.
11. Issue dog licenses and enter information pertaining to original licenses and renewals on the computer records.
12. Prepare statements and forms pertaining to the monies due the State of New York collected in the issuing of dog licenses.

# DEPARTMENT OF COMMON COUNCIL

## Division of City Clerk Division #02-1020

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13. Act as Clerk of the Zoning Board of Appeals and Pension Board.
14. Record all hazardous conditions reported to the City Clerk in the proper manner and notify the appropriate Departments.
15. Perform such other duties as conferred upon it by the provisions of general law or as directed by the Common Council.
16. Make available to the general public the publications of the Charter and the Ordinances of the City and all changes therein.
17. Image and index original death and birth records.
18. Ascertain correctness of all certificates received.
19. Testify as to validity of birth and death documents when summoned to court.
20. Collect and compile birth and death statistics for the U.S. Center for Disease Control.
21. Issue certified copies of certificates to citizens and to public agencies for official purposes.
22. Issue burial permits as required by law.
23. Supply parents with birth certificates for newborns.
24. Provide information to the public on obtaining and/or correcting birth and death certificates.
25. Operate and maintain a City inactive records center.
26. Perform marriage ceremonies.
27. Maintain Domestic Partnership Registry.
28. Issue chicken coop licenses.
29. Process Commissioner of Deeds applications and renewals.

# DEPARTMENT OF COMMON COUNCIL

## Division of City Clerk Division #02-1020

### Work Program Statistics

	<b>Actual 2020-2021</b>	<b>Projection 2021-2022</b>	<b>Estimate 2022-2023</b>
Marriage ceremonies performed	316	490	400
Marriage licenses issued	1,479	1,550	1,650
Marriage certificates issued	3,803	4,200	4,500
Dog licenses issued	5,433	6,050	6,500
Pension checks mailed monthly	2	2	2
New Ordinances recorded	17	8	14
Publications: Notices of Public Hearing	97	115	130
Rezoning permits	10	12	14
Local Laws	2	4	3
Total use permits	60	65	70
Maintenance of inactive records (cu. ft.)	75,000	75,000	75,000
Corrections to birth records	347	350	355
Corrections to death records	526	575	575
Births recorded	8,321	8,500	8,500
Burial permits issued	5,538	5,750	5,500
Deaths recorded	5,538	5,750	5,500
Acknowledgements of paternity recorded	2,894	2,800	2,850
Free copies birth for military and other government agencies	2,600	2,800	2,800
Revenue Producing Copies:			
Birth	20,921	31,592	31,600
Death	32,696	34,758	34,000
Searches-genealogy	546	800	850
Telephone requests	40,000	30,000	30,000
Domestic Partnerships	5	8	8
Chicken coop licenses	28	29	26



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
<b>1020 CITY CLERK</b>	<b>2,236,095</b>	<b>4,072,296</b>	<b>4,802,440</b>	<b>3,229,809</b>	<b>3,730,130</b>
<b>ADMINISTRATIVE SERV TOTAL</b>					
<b>10220001 CITY CLERK ADMIN PS</b>	<b>938,660</b>	<b>1,199,583</b>	<b>1,079,953</b>	<b>815,670</b>	<b>1,377,027</b>
411001 ANNUAL SALARY	818,533	1,008,420	920,697	732,742	1,222,785
412002 HOURLY SALARY	92,532	170,000	118,968	54,934	133,400
413001 OVERTIME	809	3,000	3,000	179	3,000
413003 ACTING TIME	13,752	2,500	22,500	18,315	2,500
414001 LONGEVITY	10,525	12,950	12,075	9,500	12,575
414007 PERFECT ATTENDANCE INCENTIVE	2,510	2,713	2,713	-	2,767
<b>10220003 CITY CLERK ADMIN UT</b>	<b>5,086</b>	<b>6,400</b>	<b>7,314</b>	<b>5,190</b>	<b>7,000</b>
441003 ELECTRICITY	3,582	4,400	5,118	3,495	5,000
441004 TELEPHONE	1,504	2,000	2,196	1,696	2,000
<b>10220004 CITY CLERK ADMIN TR</b>	<b>50</b>	<b>6,475</b>	<b>2,039</b>	<b>50</b>	<b>6,475</b>
458001 TRANSPORTATION	-	1,500	750	-	1,500
458002 MEALS & LODGING	-	2,500	26	-	2,500
458003 REGISTRATION & MEMBERSHIP FEES	50	2,475	1,263	50	2,475
<b>10220005 CITY CLERK ADMIN SP</b>	<b>24,241</b>	<b>72,340</b>	<b>70,606</b>	<b>49,871</b>	<b>72,290</b>
455100 INTERNAL PRINT SHOP	3,611	10,000	16,000	13,500	10,000
461001 OFFICE SUPPLIES	9,676	30,000	20,215	14,058	30,000
461006 FURNITURE & EQUIP (NON CAPITAL)	830	7,000	17,353	15,384	7,000
461007 COMP & SOFTWARE (NON CAPITAL)	6,457	13,000	7,313	1,626	13,000
461105 JANITORIAL SUPPLIES	12	300	300	-	300
461201 CLOTHING & UNIFORMS	75	1,100	1,250	375	950
461400 POSTAGE	1,138	1,500	1,762	1,662	1,500
464000 PERIODICALS	474	550	624	624	750
466000 BUILDING SUPPLIES	1,120	1,890	1,890	27	4,890
467000 MISCELLANEOUS SUPPLIES	846	7,000	3,900	2,616	3,900
<b>10220006 CITY CLERK ADMIN SV</b>	<b>1,268,058</b>	<b>2,787,498</b>	<b>3,642,528</b>	<b>2,359,028</b>	<b>2,267,338</b>
432004 ENGINEER & TECHNICAL SERVICES	59,367	90,722	342,465	329,044	90,720
434000 OTHER CONTRACTUAL SERVICES	-	94,725	725	-	104,725
434004 CC NEIGHBORHOOD INITIATIVES	1,041,954	2,385,000	3,089,998	1,834,067	1,800,000
443301 MACHINERY & EQUIP REPAIRS	452	800	1,705	1,704	800
443400 EQUIP MAINTENANCE CONTRACTS	6,960	6,930	6,930	6,595	7,000
444101 RENTAL LAND & BUILDINGS	125,026	126,121	138,183	137,978	182,443
444201 RENTAL EQUIPMENT & VEHICLES	-	500	500	-	500
454000 ADVERTISING	15,314	28,000	17,186	17,186	28,000
455000 PRINTING & BINDING	10,464	14,200	14,223	14,221	14,200
456000 OTHER SERVICES	8,522	40,500	30,614	18,233	38,950



City of Buffalo  
Adopted Budget 2022-2023  
General Fund

**City Clerk**  
**10220001-411001**  
**Budgeted Salaries**

Description	Step	Grade	Quantity	Unit Cost	Total
Account Clerk Typist	11	A005	1	\$ 40,667	\$ 40,667
Assistant Legislative Aide II			4	41,589	166,356
City Clerk			1	112,382	112,382
Council Clerk	11	A046	2	52,260	104,520
Deputy City Clerk			1	72,483	72,483
Deputy City Clerk of Vital Records			1	72,483	72,483
Legislative Aide			4	48,008	192,032
Legislative Assistant			5	54,526	272,630
Legislative Asst to City Clerk			1	54,056	54,056
Sr Account Clerk Typist	15	A007	2	44,590	89,180
Teller	15	A013	1	45,996	45,996
<b>Total</b>			<b>23</b>		<b>\$ 1,222,785</b>





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
<b>1021 CITY CLERK RECORD MGT TOTAL</b>	<b>114,218</b>	<b>160,917</b>	<b>160,917</b>	<b>95,696</b>	<b>174,923</b>
<b>10221001 CITY CLERK RECD MGT PS</b>	<b>114,218</b>	<b>160,917</b>	<b>160,917</b>	<b>95,696</b>	<b>174,923</b>
411001 ANNUAL SALARY	108,145	154,120	154,120	92,573	167,770
413001 OVERTIME	2,629	2,500	2,500	973	2,500
414001 LONGEVITY	2,670	2,750	2,750	1,375	3,075
414028 VACATION BUYOUT	774	1,547	1,547	774	1,578



City of Buffalo  
Adopted Budget 2022-2023  
General Fund

**City Clerk Records Management**  
**10221001-411001**  
**Budgeted Salaries**

Description	Step	Grade	Quantity	Unit Cost	Total
Laborer II	15	B025	1	\$ 35,320	\$ 35,320
Laborer II	5	B025	3	44,150	132,450
<b>Total</b>			<b>4</b>		<b>\$ 167,770</b>