



# 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. Holds 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 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 2018-2019</b>	<b>Projection 2019-2020</b>	<b>Estimate 2020-2021</b>
Regular Council meetings	24	24	24
Regular Committee meetings	105	94	102
Special Council meetings	5	4	5
Special Committee meetings	3	2	3
Rezoning requests	13	16	15
Rezoning approvals	13	16	15
Use Permits submitted	73	70	80
Use Permits approved	67	64	72
District Council Members	9	9	9



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>COUNCILMEMBERS TOTAL</b>	<b>1,523,170</b>	<b>1,621,566</b>	<b>1,621,566</b>	<b>1,465,493</b>	<b>1,786,123</b>
1003 COUNCILMEMBER TWO	181,047	192,552	192,552	177,464	206,933
10103001 COUNCILMEMBER 2 PS	181,047	192,552	192,552	177,464	206,933
411001 ANNUAL SALARY	161,047	172,547	172,547	159,002	186,228
414001 LONGEVITY	-	-	-	-	700
414008 LEADERSHIP STIPEND	15,000	15,000	15,000	13,846	15,000
415001 AUTOMOBILE ALLOWANCE	5,000	5,005	5,005	4,615	5,005
1004 COUNCILMEMBER THREE	146,574	173,908	173,908	157,299	199,933
10104001 COUNCILMEMBER 3 PS	146,574	171,908	171,908	157,299	197,933
411001 ANNUAL SALARY	136,243	160,903	160,903	150,192	186,228
414001 LONGEVITY	-	-	-	-	700
414008 LEADERSHIP STIPEND	5,331	6,000	6,000	2,492	6,000
415001 AUTOMOBILE ALLOWANCE	5,000	5,005	5,005	4,615	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	172,047	183,552	183,552	163,090	203,170
10105001 COUNCILMEMBER 4 PS	172,047	183,552	183,552	163,090	203,170
411001 ANNUAL SALARY	161,047	172,547	172,547	152,936	192,165
414008 LEADERSHIP STIPEND	6,000	6,000	6,000	5,538	6,000
415001 AUTOMOBILE ALLOWANCE	5,000	5,005	5,005	4,615	5,005
1007 COUNCILMEMBER 6	154,457	178,455	178,455	152,865	185,357
10107001 COUNCILMEMBER 6 PS	154,457	178,455	178,455	152,865	185,357
411001 ANNUAL SALARY	147,732	166,725	166,725	145,250	174,352
414001 LONGEVITY	725	725	725	-	-
414008 LEADERSHIP STIPEND	6,000	6,000	6,000	5,538	6,000
415001 AUTOMOBILE ALLOWANCE	-	5,005	5,005	2,077	5,005
1009 COUNCILMEMBER 8	167,275	181,480	181,480	160,712	213,859
10109001 COUNCILMEMBER 8 PS	167,275	178,780	178,780	160,712	211,159
411001 ANNUAL SALARY	155,225	166,725	166,725	150,558	198,104
414001 LONGEVITY	1,050	1,050	1,050	-	2,050
414008 LEADERSHIP STIPEND	6,000	6,000	6,000	5,538	6,000
415001 AUTOMOBILE ALLOWANCE	5,000	5,005	5,005	4,615	5,005
10109004 COUNCILMEMBER 8 TR	-	2,700	2,700	-	2,700
458001 TRANSPORTATION	-	1,000	1,000	-	1,000
458002 MEALS & LODGING	-	1,500	1,500	-	1,500
458003 REGISTRATION & MEMBERSHIP FEES	-	200	200	-	200



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>COUNCILMEMBERS TOTAL</b>	<b>1,523,170</b>	<b>1,621,566</b>	<b>1,621,566</b>	<b>1,465,493</b>	<b>1,786,123</b>
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1010 COUNCILMEMBER 9	168,000	183,005	183,005	163,506	194,795
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10110001 COUNCILMEMBER 9 PS	168,000	179,505	179,505	161,889	191,295
411001 ANNUAL SALARY	155,225	166,725	166,725	151,011	180,290
414001 LONGEVITY	1,775	1,775	1,775	725	-
414008 LEADERSHIP STIPEND	6,000	6,000	6,000	5,538	6,000
415001 AUTOMOBILE ALLOWANCE	5,000	5,005	5,005	4,615	5,005
10110004 COUNCILMEMBER 9 TR	-	3,500	3,500	1,617	3,500
458001 TRANSPORTATION	-	1,000	1,000	298	1,000
458002 MEALS & LODGING	-	2,000	2,000	869	2,000
458003 REGISTRATION & MEMBERSHIP FEES	-	500	500	450	500
1011 COUNCILMEMBER 10	165,393	177,122	177,122	160,408	196,320
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10111001 COUNCILMEMBER 10 PS	165,393	177,122	177,122	160,408	196,320
411001 ANNUAL SALARY	149,268	160,992	160,992	146,562	180,290
414001 LONGEVITY	1,125	1,125	1,125	-	1,025
414008 LEADERSHIP STIPEND	10,000	10,000	10,000	9,231	10,000
415001 AUTOMOBILE ALLOWANCE	5,000	5,005	5,005	4,615	5,005
1012 COUNCILMEMBER 11	218,162	183,952	183,952	175,605	204,570
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10112001 COUNCILMEMBER 11 PS	218,162	183,952	183,952	175,605	204,570
411001 ANNUAL SALARY	206,762	172,547	172,547	165,451	192,165
414001 LONGEVITY	400	400	400	-	1,400
414008 LEADERSHIP STIPEND	6,000	6,000	6,000	5,538	6,000
415001 AUTOMOBILE ALLOWANCE	5,000	5,005	5,005	4,615	5,005
1014 COUNCILMEMBER 13	150,213	167,540	167,540	154,543	181,186
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10114001 COUNCILMEMBER 13 PS	150,213	167,540	167,540	154,543	181,186
411001 ANNUAL SALARY	138,488	155,810	155,810	143,664	169,156
414001 LONGEVITY	725	725	725	725	1,025
414008 LEADERSHIP STIPEND	6,000	6,000	6,000	5,538	6,000
415001 AUTOMOBILE ALLOWANCE	5,000	5,005	5,005	4,615	5,005



City of Buffalo  
 Adopted Budget 2020-2021  
 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	5	I013	1	49,676	49,676
Senior Legislative Assistant II	5	I105	1	61,552	61,552
<b>Total Councilmember 2</b>			<b>3</b>		<b>\$ 186,228</b>
<b>10104001-411001</b>					
Councilmember 3	5	H001	1	\$ 75,000	\$ 75,000
Legislative Assistant	5	I013	1	49,676	49,676
Senior Legislative Assistant II	5	I105	1	61,552	61,552
<b>Total Councilmember 3</b>			<b>3</b>		<b>\$ 186,228</b>
<b>10105001-411001</b>					
Councilmember 4	5	H001	1	\$ 75,000	\$ 75,000
Senior Legislative Assistant	5	I017	1	55,613	55,613
Senior Legislative Assistant II	5	I105	1	61,552	61,552
<b>Total Councilmember 4</b>			<b>3</b>		<b>\$ 192,165</b>
<b>10107001-411001</b>					
Councilmember 6	5	H001	1	\$ 75,000	\$ 75,000
Legislative Assistant	5	I013	2	49,676	99,352
<b>Total Councilmember 6</b>			<b>3</b>		<b>\$ 174,352</b>
<b>10109001-411001</b>					
Councilmember 8	5	H001	1	\$ 75,000	\$ 75,000
Senior Legislative Assistant II	5	I105	2	61,552	123,104
<b>Total Councilmember 8</b>			<b>3</b>		<b>\$ 198,104</b>
<b>10110001-411001</b>					
Councilmember 9	5	H001	1	\$ 75,000	\$ 75,000
Legislative Aide	5	I007	1	43,738	43,738
Senior Legislative Assistant II	5	I105	1	61,552	61,552
<b>Total Councilmember 9</b>			<b>3</b>		<b>\$ 180,290</b>
<b>10111001-411001</b>					
Councilmember 10 (Majority Leader)	5	H001	1	\$ 75,000	\$ 75,000
Legislative Aide	5	I007	1	43,738	43,738
Senior Legislative Assistant II	5	I105	1	61,552	61,552
<b>Total Councilmember 10</b>			<b>3</b>		<b>\$ 180,290</b>
<b>10112001-411001</b>					
Councilmember 11 (President Pro Tempore)	5	H001	1	\$ 75,000	\$ 75,000
Senior Legislative Assistant	5	I017	1	56,726	55,613
Senior Legislative Assistant II	5	I105	1	62,873	61,552
<b>Total Councilmember 11</b>			<b>3</b>		<b>\$ 192,165</b>



City of Buffalo  
Adopted Budget 2020-2021  
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 II	5	I105	1	61,552	61,552
Assistant Legislative Aide	5	I102	1	32,604	32,604
<b>Total Councilmember 13</b>			<b>3</b>		<b>\$ 169,156</b>
<b>Totals</b>			<b>27</b>		<b>\$ 1,658,978</b>



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>1002 LEGISLATIVE TOTAL</b>	<b>812,886</b>	<b>914,586</b>	<b>936,511</b>	<b>773,406</b>	<b>1,027,202</b>
10102001 LEGISLATIVE PS	805,890	914,586	914,586	751,481	932,258
411001 ANNUAL SALARY	608,075	663,373	663,373	587,881	679,020
412002 HOURLY SALARY	194,040	246,713	246,713	158,525	246,713
414001 LONGEVITY	3,775	4,500	4,500	5,075	6,525
10102006 LEGISLATIVE SV	6,996	-	21,925	21,925	94,944
434004 CC NEIGHBORHOOD INITIATIVES	6,996	-	21,925	21,925	94,944





City of Buffalo  
Adopted Budget 2020-2021  
General Fund

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

<b>Description</b>	<b>Step</b>	<b>Grade</b>	<b>Quantity</b>	<b>Unit Cost</b>	<b>Total</b>
Assistant Legislative Aide	5	I102	1	\$ 32,604	\$ 32,604
Assistant Legislative Aide II	5	I132	1	37,890	37,890
Chief of Staff	5	I118	1	72,409	72,409
Legislative Aide	5	I007	1	43,738	43,738
Legislative Assistant	5	I013	4	49,676	198,704
Press Information Officer	5	I154	1	54,523	54,523
Senior Legislative Assistant II	5	I105	1	61,552	61,552
Senior Legislative Assistant IV	5	I136	1	66,374	66,374
Senior Legislative Assistant	5	I017	2	55,613	111,226
<b>Total</b>			<b>13</b>		<b>\$ 679,020</b>



# 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 2018-2019</b>	<b>Projection 2019-2020</b>	<b>Estimate 2020-2021</b>
Marriage ceremonies performed	169	170	180
Marriage licenses issued	1,916	1,700	1,850
Marriage certificates issued	4,876	4,300	4,600
Dog licenses issued	7,362	7,150	7,550
Pension checks mailed monthly	2	2	2
New Ordinances recorded	15	12	12
Publications: Notices of Public Hearing	147	120	160
Rezoning permits	13	16	15
Local Laws	4	4	3
Total use permits	73	70	80
Use permits (No Public Hearing)	-	-	-
Maintenance of inactive records (cu. ft.)	75000	75,000	75,000
Corrections to birth records	695	725	725
Corrections to death records	1,230	1,250	1,250
Births recorded	8,041	8,050	8,050
Burial permits issued	5,253	5,500	5,500
Deaths recorded	5,253	5,500	5,500
Acknowledgements of Paternity recorded	2,858	2,950	2,950
Free copies birth-Military and other government agencies	1,825	1,850	1,850
Revenue Producing Copies:			
Birth	33,432	36,700	37,000
Death	27,924	28,075	29,000
Searches-genealogy	2,287	1,900	2,100
Telephone requests	30,000	30,000	30,000
Domestic Partnerships	6	10	10
Chicken coop licenses	21	22	22



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>1020 CITY CLERK</b>	<b>2,144,458</b>	<b>2,735,431</b>	<b>3,182,311</b>	<b>2,430,419</b>	<b>2,681,046</b>
<b>ADMINISTRATIVE SERV TOTAL</b>					
<b>10220001 CITY CLERK ADMIN PS</b>	<b>852,267</b>	<b>1,086,126</b>	<b>1,086,126</b>	<b>832,442</b>	<b>1,159,147</b>
411001 ANNUAL SALARY	664,004	886,188	886,188	650,801	970,612
412002 HOURLY SALARY	176,190	183,939	183,939	170,565	170,000
413001 OVERTIME	1,686	3,000	3,000	805	3,000
413003 ACTING TIME	2,430	2,500	2,500	2,421	2,500
414001 LONGEVITY	6,652	6,700	6,700	7,850	11,225
414007 PERFECT ATTENDANCE INCENTIVE	1,305	1,503	1,503	-	1,810
414028 VACATION BUYOUT	-	2,296	2,296	-	-
<b>10220003 CITY CLERK ADMIN UT</b>	<b>8,169</b>	<b>7,700</b>	<b>9,062</b>	<b>8,862</b>	<b>7,700</b>
441003 ELECTRICITY	4,490	5,000	5,210	5,010	5,000
441004 TELEPHONE	3,679	2,700	3,851	3,851	2,700
<b>10220004 CITY CLERK ADMIN TR</b>	<b>548</b>	<b>6,475</b>	<b>6,475</b>	<b>144</b>	<b>6,475</b>
458001 TRANSPORTATION	-	1,500	1,500	-	1,500
458002 MEALS & LODGING	-	2,500	2,500	-	2,500
458003 REGISTRATION & MEMBERSHIP FEES	548	2,475	2,475	144	2,475
<b>10220005 CITY CLERK ADMIN SP</b>	<b>35,700</b>	<b>75,340</b>	<b>82,256</b>	<b>46,995</b>	<b>72,340</b>
455100 INTERNAL PRINT SHOP	4,826	10,000	10,600	4,300	10,000
461001 OFFICE SUPPLIES	25,038	30,000	32,681	15,744	30,000
461006 FURNITURE & EQUIP (NON CAPITAL)	3,113	3,000	5,000	3,018	7,000
461007 COMP & SOFTWARE (NON CAPITAL)	187	18,000	18,000	12,856	13,000
461105 JANITORIAL SUPPLIES	-	300	300	67	300
461201 CLOTHING & UNIFORMS	150	1,100	1,250	1,040	1,100
461400 POSTAGE	762	1,500	1,938	1,938	1,500
464000 PERIODICALS	273	550	550	339	550
466000 BUILDING SUPPLIES	23	1,890	1,890	428	1,890
467000 MISCELLANEOUS SUPPLIES	1,329	9,000	10,046	7,265	7,000
<b>10220006 CITY CLERK ADMIN SV</b>	<b>1,247,774</b>	<b>1,559,790</b>	<b>1,998,392</b>	<b>1,541,976</b>	<b>1,435,384</b>
432004 ENGINEER & TECHNICAL SERVICES	65,135	89,485	94,089	67,764	89,485
434000 OTHER CONTRACTUAL SERVICES	-	219,000	219,000	120,000	94,725
434002 CREDIT CARD & BANK CHARGES	4,579	5,000	421	264	-
434004 CC NEIGHBORHOOD INITIATIVES	1,000,096	1,035,000	1,455,767	1,155,944	1,035,000
443301 MACHINERY & EQUIP REPAIRS	155	800	850	827	800
443400 EQUIP MAINTENANCE CONTRACTS	6,725	6,550	6,895	6,895	6,550
444101 RENTAL LAND & BUILDINGS	113,899	120,755	123,861	118,474	125,624
444201 RENTAL EQUIPMENT & VEHICLES	149	500	500	-	500
454000 ADVERTISING	18,398	28,000	36,564	33,564	28,000
455000 PRINTING & BINDING	9,493	14,200	16,300	15,167	14,200
456000 OTHER SERVICES	29,145	40,500	44,145	23,076	40,500



City of Buffalo  
Adopted Budget 2020-2021  
General Fund

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

<b>Description</b>	<b>Step</b>	<b>Grade</b>	<b>Quantity</b>	<b>Unit Cost</b>	<b>Total</b>
Assistant Legislative Aide	5	I102	3	\$ 32,604	\$ 97,812
Assistant Legislative Aide II	5	I132	1	37,890	37,890
City Clerk	5	I106	1	102,387	102,387
Council Clerk	11	A046	2	50,232	100,464
Deputy City Clerk	5	I108	1	66,036	66,036
Deputy City Clerk of Vital Records	5	I108	1	66,036	66,036
Legislative Aide	5	I007	4	43,738	174,952
Legislative Assistant	5	I013	3	49,248	147,744
Legislative Asst to City Clerk	5	I098	1	49,676	49,676
Sr Account Clerk Typist	14	A007	2	42,107	84,214
Teller	14	A013	1	43,401	43,401
<b>Total</b>			<b>20</b>		<b>\$ 970,612</b>



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>1021 CITY CLERK RECORD MGT TOTAL</b>	<b>198,446</b>	<b>160,095</b>	<b>160,095</b>	<b>151,214</b>	<b>156,381</b>
<b>10221001 CITY CLERK RECD MGT PS</b>	<b>198,446</b>	<b>160,095</b>	<b>160,095</b>	<b>151,214</b>	<b>156,381</b>
411001 ANNUAL SALARY	190,409	151,467	151,467	144,132	147,428
413001 OVERTIME	1,485	2,500	2,500	3,886	2,500
414001 LONGEVITY	5,175	3,800	3,800	2,425	4,125
414028 VACATION BUYOUT	777	2,328	2,328	771	2,328
415002 CLOTHING ALLOWANCE	600	-	-	-	-





City of Buffalo  
Adopted Budget 2020-2021  
General Fund

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

Description	Step	Grade	Quantity	Unit Cost	Total
Laborer II	12	B025	1	\$ 26,255	\$ 26,255
Laborer II	5	B025	3	40,391	121,173
<b>Total</b>			<b>4</b>		<b>\$ 147,428</b>