

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

Goals

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

Activities

Common Council

1. Exercise governance of the City of Buffalo 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. Authorizes 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

Work Program Statistics

	Actual 2021- 2022	Projection 2022-2023	Estimate 2023- 2024
Regular Council Meetings	24	23	24
Regular Committee Meetings	96	100	100
Special Council Meetings	6	3	5
Special Committee Meetings	26	23	20
Rezoning-requested	10	10	10
-approved	8	9	8
Use Permits – submitted	62	102	110
-approved	52	82	85
District Council Members	9	9	9



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
COUNCILMEMBERS TOTAL	1,898,782	2,006,654	2,006,654	1,560,184	2,097,212
1003 COUNCILMEMBER TWO	187,799	223,085	223,085	175,332	232,006
10103001 COUNCILMEMBER 2 PS	187,799	223,085	223,085	175,332	232,006
411001 ANNUAL SALARY	167,797	202,380	202,380	159,546	211,301
414001 LONGEVITY	0	700	700	0	700
414008 LEADERSHIP STIPEND	15,001	15,000	15,000	11,839	15,000
415001 AUTOMOBILE ALLOWANCE	5,001	5,005	5,005	3,946	5,005
1004 COUNCILMEMBER THREE	246,065	216,785	216,785	176,739	225,006
10104001 COUNCILMEMBER 3 PS	246,065	214,785	214,785	176,739	223,006
411001 ANNUAL SALARY	233,664	202,380	202,380	167,357	211,301
414001 LONGEVITY	1,400	1,400	1,400	700	700
414008 LEADERSHIP STIPEND	6,001	6,000	6,000	4,736	6,000
415001 AUTOMOBILE ALLOWANCE	5,001	5,005	5,005	3,946	5,005
10104004 COUNCILMEMBER THREE TR	0	2,000	2,000	0	2,000
458001 TRANSPORTATION	0	900	900	0	900
458002 MEALS & LODGING	0	900	900	0	900
458003 REGISTRATION & MEMBERSHIP FEES	0	200	200	0	200
1005 COUNCILMEMBER 4	222,716	232,413	232,413	183,511	246,983
10105001 COUNCILMEMBER 4 PS	222,716	232,413	232,413	183,511	246,983
411001 ANNUAL SALARY	211,715	220,708	220,708	174,129	235,278
414001 LONGEVITY	0	700	700	700	700
414008 LEADERSHIP STIPEND	6,001	6,000	6,000	4,736	6,000
415001 AUTOMOBILE ALLOWANCE	5,001	5,005	5,005	3,946	5,005
1007 COUNCILMEMBER 6	189,506	205,773	205,773	152,061	215,951
10107001 COUNCILMEMBER 6 PS	189,506	202,273	202,273	152,061	212,451
411001 ANNUAL SALARY	178,504	190,568	190,568	143,379	200,746
414001 LONGEVITY	0	700	700	0	700
414008 LEADERSHIP STIPEND	6,001	6,000	6,000	4,736	6,000
415001 AUTOMOBILE ALLOWANCE	5,001	5,005	5,005	3,946	5,005
10107004 COUNCILMEMBER SIX TR	0	3,500	3,500	0	3,500
458001 TRANSPORTATION	0	1,000	1,000	0	1,000
458002 MEALS & LODGING	0	2,000	2,000	0	2,000
458003 REGISTRATION & MEMBERSHIP FEES	0	500	500	0	500
1009 COUNCILMEMBER 8	225,358	237,588	237,588	183,836	253,983
10109001 COUNCILMEMBER 8 PS	225,358	234,088	234,088	183,836	248,983
411001 ANNUAL SALARY	212,307	220,708	220,708	174,129	235,278
414001 LONGEVITY	2,050	2,375	2,375	1,025	2,700
414008 LEADERSHIP STIPEND	6,001	6,000	6,000	4,736	6,000



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
COUNCILMEMBERS TOTAL	1,898,782	2,006,654	2,006,654	1,560,184	2,097,212
415001 AUTOMOBILE ALLOWANCE	5,001	5,005	5,005	3,946	5,005
10109004 COUNCILMEMBER 8 TR	0	3,500	3,500	0	5,000
458001 TRANSPORTATION	0	1,500	1,500	0	2,000
458002 MEALS & LODGING	0	1,500	1,500	0	2,000
458003 REGISTRATION & MEMBERSHIP FEES	0	500	500	0	1,000
1010 COUNCILMEMBER 9	205,815	216,885	216,885	156,839	215,251
10110001 COUNCILMEMBER 9 PS	205,815	213,385	213,385	156,839	211,751
411001 ANNUAL SALARY	194,814	202,380	202,380	148,156	200,746
414008 LEADERSHIP STIPEND	6,001	6,000	6,000	4,736	6,000
415001 AUTOMOBILE ALLOWANCE	5,001	5,005	5,005	3,946	5,005
10110004 COUNCILMEMBER 9 TR	0	3,500	3,500	0	3,500
458001 TRANSPORTATION	0	1,000	1,000	0	1,000
458002 MEALS & LODGING	0	2,000	2,000	0	2,000
458003 REGISTRATION & MEMBERSHIP FEES	0	500	500	0	500
1011 COUNCILMEMBER 10	203,771	212,217	212,217	166,370	220,942
10111001 COUNCILMEMBER 10 PS	203,771	212,217	212,217	166,370	220,942
411001 ANNUAL SALARY	187,744	195,862	195,862	154,530	204,587
414001 LONGEVITY	1,025	1,350	1,350	0	1,350
414008 LEADERSHIP STIPEND	10,001	10,000	10,000	7,893	10,000
415001 AUTOMOBILE ALLOWANCE	5,001	5,005	5,005	3,946	5,005
10112 COUNCILMEMBER 11	219,618	228,145	228,145	179,336	237,457
10112001 COUNCILMEMBER 11 PS	219,618	228,145	228,145	179,336	237,457
411001 ANNUAL SALARY	206,892	215,415	215,415	169,954	224,727
414001 LONGEVITY	1,725	1,725	1,725	700	1,725
414008 LEADERSHIP STIPEND	6,001	6,000	6,000	4,736	6,000
415001 AUTOMOBILE ALLOWANCE	5,001	5,005	5,005	3,946	5,005
10114 COUNCILMEMBER 13	198,134	233,763	233,763	186,161	249,633
10114001 COUNCILMEMBER 13 PS	198,134	233,763	233,763	186,161	249,633
411001 ANNUAL SALARY	186,108	220,708	220,708	174,129	235,278
414001 LONGEVITY	1,025	2,050	2,050	3,350	3,350
414008 LEADERSHIP STIPEND	6,001	6,000	6,000	4,736	6,000
415001 AUTOMOBILE ALLOWANCE	5,001	5,005	5,005	3,946	5,005



City of Buffalo
 Recommended Budget 2023-2024
 General Fund

**Common Council
 Budgeted Salaries**

Description	Step	Grade	Qty	Unit Cost	Total
10103001-411001					
Councilmember 2 (Council President)	5	H001	1	\$ 75,000	\$ 75,000
Legislative Assistant			1	56,162	56,162
Senior Legislative Assistant IV			1	80,139	80,139
Total Councilmember 2			3		\$ 211,301
10104001-411001					
Councilmember 3	5	H001	1	\$ 75,000	\$ 75,000
Legislative Assistant			1	56,162	56,162
Senior Legislative Assistant IV			1	80,139	80,139
Total Councilmember 3			3		\$ 211,301
10105001-411001					
Councilmember 4	5	H001	1	\$ 75,000	\$ 75,000
Senior Legislative Assistant IV			2	80,139	160,278
Total Councilmember 4			3		\$ 235,278
10107001-411001					
Councilmember 6	5	H001	1	\$ 75,000	\$ 75,000
Senior Legislative Assistant			2	62,873	125,746
Total Councilmember 6			3		\$ 200,746
10109001-411001					
Councilmember 8	5	H001	1	\$ 75,000	\$ 75,000
Senior Legislative Assistant IV			2	85,574	171,148
Total Councilmember 8			3		\$ 246,148
10110001-411001					
Councilmember 9	5	H001	1	\$ 75,000	\$ 75,000
Senior Legislative Assistant			2	62,873	125,746
Total Councilmember 9			3		\$ 200,746
10111001-411001					
Councilmember 10 (Majority Leader)	5	H001	1	\$ 75,000	\$ 75,000
Legislative Aide			1	49,448	49,448
Senior Legislative Assistant IV			1	80,139	80,139
Total Councilmember 10			3		\$ 204,587
10112001-411001					
Councilmember 11 (President Pro Tempore)	5	H001	1	\$ 75,000	\$ 75,000
Senior Legislative Assistant IV			1	80,139	80,139
Senior Legislative Assistant II			1	69,588	69,588
Total Councilmember 11			3		\$ 224,727
10114001-411001					
Councilmember 13	5	H001	1	\$ 75,000	\$ 75,000
Senior Legislative Assistant IV			2	80,139	160,278
Total Councilmember 13			3		\$ 235,278
Totals			27		\$ 1,970,112



City of Buffalo
 Recommended Budget 2023-2024
 General Fund

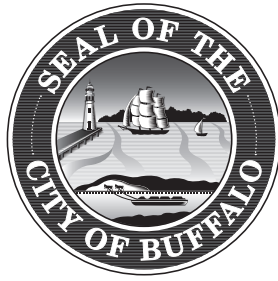
	2021-2022 Actual Amount	2022-2023 Adopted Budget	2022-2023 Revised Budget	2022-2023 Year To Date 4/28/2023	2023-2024 Recommended Budget
1002 LEGISLATIVE TOTAL	932,259	1,285,743	1,323,743	695,400	1,333,256
10102001 LEGISLATIVE PS	718,577	1,285,743	1,285,743	657,400	1,333,256
411001 ANNUAL SALARY	534,341	875,243	875,243	486,735	924,106
412002 HOURLY SALARY	179,062	405,000	405,000	167,215	405,000
414001 LONGEVITY	5,175	5,500	5,500	3,450	4,150
10102006 LEGISLATIVE SV	213,682	0	38,000	38,000	0
434004 CC NEIGHBORHOOD INITIATIVES	213,682	0	38,000	38,000	0



City of Buffalo
 Recommended Budget 2023-2024
 General Fund

Legislation
10102001-411001
Budgeted Salaries

DESCRIPTION	QTY	SALARY	TOTAL
CHIEF OF STAFF STEP 5 I118	1	95,867	95,867
LEGISLATIVE AIDE - I007	1	49,448	49,448
LEGISLATIVE ASSISTANT STEP 5 I013	6	56,162	336,972
Legislative Policy Advisor, STEP5, A088	1	107,918	107,918
PRESS INFORMATION OFFICER STEP 5 I154	1	58,428	58,428
SR LEGISLATIVE ASSISTANT II I105	1	69,588	69,588
SR LEGISLATIVE ASSISTANT IV STEP 5 I136	1	80,139	80,139
SR. LEGIS ASST. CNCL/CC MEMBER, STEP 5, I017	2	62,873	125,746
	14		924,106



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

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.
13. Act as Clerk of the Zoning Board of Appeals and Pension Board.

DEPARTMENT OF COMMON COUNCIL

Division of City Clerk Division #02-1020

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

	Actual 2021-2022	Projection 2022-2023	Estimate 2023-2024
Marriage ceremonies performed	612	651	650
Marriage licenses issued	2,045	2,108	2,150
Marriage certificates issued	5,033	5,410	5,420
Dog licenses issued	5,271	5,300	5,350
Pension checks mailed monthly	2	1	0
New Ordinances recorded	10	9	9
Publications: Notices of Public Hearing	97	136	116
Rezoning permits	10	10	10
Local Laws	0	1	1
Total use permits	62	102	110
Use permits (No Public Hearing)	0	0	0
Maintenance of inactive records (cu. ft.)	75,000	75,000	75,000
Corrections to birth records	294	275	275
Corrections to death records	550	725	725
Births recorded	9,082	9,000	9,000
Burial permits issued	5,540	5,200	5,100
Deaths recorded	5,540	5,200	5,100
Acknowledgements of Paternity recorded	2,982	2,800	2,800
Free copies birth-Military and other government agencies	2,412	2,400	2,400
Revenue Producing Copies:			
Birth	31,128	31,000	31,000
Death	35,285	32,000	32,000
Searches-genealogy	964	970	970
Telephone requests	30,000	30,000	30,000
Domestic Partnerships	6	5	5
Chicken coop licenses	25	28	29



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
1020 CITY CLERK	3,448,398	3,730,130	4,916,180	3,403,924	3,920,355
ADMINISTRATIVE SERV TOTAL					
10220001 CITY CLERK ADMIN PS	985,463	1,377,027	1,377,027	906,341	1,404,434
411001 ANNUAL SALARY	884,698	1,222,785	1,222,785	875,808	1,253,585
412002 HOURLY SALARY	67,342	133,400	133,400	10,787	130,000
413001 OVERTIME	284	3,000	3,000	503	3,000
413003 ACTING TIME	22,334	2,500	2,500	9,699	2,500
414001 LONGEVITY	10,805	12,575	12,575	9,545	12,200
414007 PERFECT ATTENDANCE INCENTIVE	0	2,767	2,767	0	3,149
10220003 CITY CLERK ADMIN UT	4,248	7,000	2,029	1,499	2,000
441003 ELECTRICITY	2,777	5,000	0	0	0
441004 TELEPHONE	1,471	2,000	2,029	1,499	2,000
10220004 CITY CLERK ADMIN TR	50	6,475	6,475	819	6,475
458001 TRANSPORTATION	0	1,500	1,500	0	1,500
458002 MEALS & LODGING	0	2,500	2,500	0	2,500
458003 REGISTRATION & MEMBERSHIP FEES	50	2,475	2,475	819	2,475
10220005 CITY CLERK ADMIN SP	36,798	72,290	107,737	58,570	72,670
455100 INTERNAL PRINT SHOP	1,504	10,000	17,500	15,000	10,000
461001 OFFICE SUPPLIES	13,620	30,000	30,007	15,000	30,000
461006 FURNITURE & EQUIP (NON CAPITAL)	15,384	7,000	7,000	2,635	7,000
461007 COMP & SOFTWARE (NON CAPITAL)	1,626	13,000	13,000	684	13,000
461105 JANITORIAL SUPPLIES	0	300	300	0	300
461201 CLOTHING & UNIFORMS	75	950	1,350	450	950
461400 POSTAGE	1,225	1,500	1,675	1,675	1,700
464000 PERIODICALS	624	750	770	764	930
466000 BUILDING SUPPLIES	27	4,890	12,345	0	4,890
467000 MISCELLANEOUS SUPPLIES	2,713	3,900	23,791	22,362	3,900
10220006 CITY CLERK ADMIN SV	2,421,839	2,267,338	3,422,911	2,436,694	2,434,776
432004 ENGINEER & TECHNICAL SERVICES	331,264	90,720	91,235	68,998	189,240
434000 OTHER CONTRACTUAL SERVICES	0	104,725	73,625	0	105,000
434004 CC NEIGHBORHOOD INITIATIVES	1,907,174	1,800,000	2,924,482	2,068,181	1,800,000
443301 MACHINERY & EQUIP REPAIRS	1,704	800	800	599	800
443400 EQUIP MAINTENANCE CONTRACTS	6,930	7,000	7,175	7,175	7,300
444101 RENTAL LAND & BUILDINGS	137,380	182,443	243,543	238,543	259,601
444201 RENTAL EQUIPMENT & VEHICLES	0	500	500	0	500
454000 ADVERTISING	15,972	28,000	29,935	21,935	24,500
455000 PRINTING & BINDING	14,221	14,200	14,200	11,366	14,200
456000 OTHER SERVICES	7,194	38,950	37,417	19,897	33,635



City of Buffalo
Recommended Budget 2023-2024
General Fund

City Clerk
10220001-411001
Budgeted Salaries

DESCRIPTION	QTY	SALARY	TOTAL
ASSISTANT LEGISLATIVE AIDE II, GRADE I132, STEP 5	4	43,072	172,288
CITY CLERK, GRADE I106, STEP 5	1	120,472	120,472
COUNCIL CLERK A046 STEP 14	1	58,045	58,045
COUNCIL CLERK A046 STEP 15	1	59,452	59,452
DEPUTY CITY CLERK OF VITAL RECORDS, GRADE I108, STEP 5	1	81,866	81,866
DEPUTY CITY CLERK, GRADE I108, STEP 5	1	81,866	81,866
LEGISLATIVE ASST TO CITY CLERK GRADE I098, STEP 5	1	55,678	55,678
LEGISLATIVE AIDE GRADE I007, STEP 5	5	49,448	247,240
LEGISLATIVE ASSISTANT, GRADE I013, STEP 5	5	56,162	280,810
SR ACCOUNT CLERK TYPIST A007, STEP 16	1	46,733	46,733
TELLER STEP 17 A013	1	49,135	49,135
	22		1,253,585



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
1021 CITY CLERK RECORD MGT TOTAL	127,403	174,923	174,923	101,572	184,662
10221001 CITY CLERK RECD MGT PS	127,403	174,923	174,923	101,572	184,662
411001 ANNUAL SALARY	122,462	167,770	167,770	98,974	177,345
413001 OVERTIME	1,417	2,500	2,500	324	2,500
414001 LONGEVITY	2,750	3,075	3,075	1,975	3,075
414028 VACATION BUYOUT	774	1,578	1,578	0	1,742
415002 CLOTHING ALLOWANCE	0	0	0	300	0



City of Buffalo
Recommended Budget 2023-2024
General Fund

City Clerk Records Management
10221001-411001
Budgeted Salaries

DESCRIPTION	QTY	SALARY	TOTAL
LABORER II STEP 16 B025	1	40,926	40,926
LABORER II STEP 5, GRADE B025	3	45,473	136,419
	4		177,345