

# 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 2019-2020</b>	<b>Projection 2020-2021</b>	<b>Estimate 2021-2022</b>
Regular Council meetings	24	24	24
Regular Committee meetings	100	101	101
Special Council meetings	8	5	5
Special Committee meetings	8	8	7
Rezoning requests	15	14	15
Rezoning approvals	14	12	13
Use Permits submitted	29	60	80
Use Permits approved	23	55	74
District Council Members	9	9	9



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
<b>COUNCILMEMBERS TOTAL</b>	<b>1,614,040</b>	<b>1,786,123</b>	<b>1,786,123</b>	<b>1,408,393</b>	<b>1,833,082</b>
1003 COUNCILMEMBER TWO	194,798	206,933	206,933	165,807	211,427
10103001 COUNCILMEMBER 2 PS	194,798	206,933	206,933	165,807	211,427
411001 ANNUAL SALARY	174,644	186,228	186,228	148,407	190,722
414001 LONGEVITY	0	700	700	1,400	700
414008 LEADERSHIP STIPEND	15,115	15,000	15,000	12,000	15,000
415001 AUTOMOBILE ALLOWANCE	5,039	5,005	5,005	4,000	5,005
1004 COUNCILMEMBER THREE	173,373	199,933	199,933	157,134	204,427
10104001 COUNCILMEMBER 3 PS	173,373	197,933	197,933	157,134	202,427
411001 ANNUAL SALARY	165,335	186,228	186,228	147,634	190,722
414001 LONGEVITY	0	700	700	700	700
414008 LEADERSHIP STIPEND	3,000	6,000	6,000	4,800	6,000
415001 AUTOMOBILE ALLOWANCE	5,039	5,005	5,005	4,000	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	179,163	203,170	203,170	154,924	207,904
10105001 COUNCILMEMBER 4 PS	179,163	203,170	203,170	154,924	207,904
411001 ANNUAL SALARY	168,079	192,165	192,165	146,124	196,899
414008 LEADERSHIP STIPEND	6,046	6,000	6,000	4,800	6,000
415001 AUTOMOBILE ALLOWANCE	5,039	5,005	5,005	4,000	5,005
1007 COUNCILMEMBER 6	168,440	185,357	185,357	147,743	190,071
10107001 COUNCILMEMBER 6 PS	168,440	185,357	185,357	147,743	190,071
411001 ANNUAL SALARY	159,894	174,352	174,352	138,943	178,366
414001 LONGEVITY	0	0	0	0	700
414008 LEADERSHIP STIPEND	6,046	6,000	6,000	4,800	6,000
415001 AUTOMOBILE ALLOWANCE	2,500	5,005	5,005	4,000	5,005
1009 COUNCILMEMBER 8	178,272	213,859	213,859	167,371	218,833
10109001 COUNCILMEMBER 8 PS	178,272	211,159	211,159	167,371	216,133
411001 ANNUAL SALARY	165,837	198,104	198,104	157,871	203,078
414001 LONGEVITY	1,350	2,050	2,050	700	2,050
414008 LEADERSHIP STIPEND	6,046	6,000	6,000	4,800	6,000
415001 AUTOMOBILE ALLOWANCE	5,039	5,005	5,005	4,000	5,005
10109004 COUNCILMEMBER 8 TR	0	2,700	2,700	0	2,700
458001 TRANSPORTATION	0	1,000	1,000	0	1,000
458002 MEALS & LODGING	0	1,500	1,500	0	1,500
458003 REGISTRATION & MEMBERSHIP FEES	0	200	200	0	200



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
<b>COUNCILMEMBERS TOTAL</b>	<b>1,614,040</b>	<b>1,786,123</b>	<b>1,786,123</b>	<b>1,408,393</b>	<b>1,833,082</b>
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1010 COUNCILMEMBER 9	179,580	194,795	194,795	152,673	205,227
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10110001 COUNCILMEMBER 9 PS	177,963	191,295	191,295	152,475	201,727
411001 ANNUAL SALARY	166,154	180,290	180,290	143,675	190,722
414001 LONGEVITY	725	0	0	0	0
414008 LEADERSHIP STIPEND	6,046	6,000	6,000	4,800	6,000
415001 AUTOMOBILE ALLOWANCE	5,039	5,005	5,005	4,000	5,005
10110004 COUNCILMEMBER 9 TR	1,617	3,500	3,500	198	3,500
458001 TRANSPORTATION	298	1,000	1,000	0	1,000
458002 MEALS & LODGING	869	2,000	2,000	0	2,000
458003 REGISTRATION & MEMBERSHIP FEES	450	500	500	198	500
1011 COUNCILMEMBER 10	177,354	196,320	196,320	155,474	200,574
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10111001 COUNCILMEMBER 10 PS	177,354	196,320	196,320	155,474	200,574
411001 ANNUAL SALARY	161,214	180,290	180,290	143,474	184,544
414001 LONGEVITY	1,025	1,025	1,025	0	1,025
414008 LEADERSHIP STIPEND	10,077	10,000	10,000	8,000	10,000
415001 AUTOMOBILE ALLOWANCE	5,039	5,005	5,005	4,000	5,005
1012 COUNCILMEMBER 11	193,377	204,570	204,570	162,639	209,629
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10112001 COUNCILMEMBER 11 PS	193,377	204,570	204,570	162,639	209,629
411001 ANNUAL SALARY	181,592	192,165	192,165	153,138	196,899
414001 LONGEVITY	700	1,400	1,400	700	1,725
414008 LEADERSHIP STIPEND	6,046	6,000	6,000	4,800	6,000
415001 AUTOMOBILE ALLOWANCE	5,039	5,005	5,005	4,000	5,005
1014 COUNCILMEMBER 13	169,682	181,186	181,186	144,627	184,990
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10114001 COUNCILMEMBER 13 PS	169,682	181,186	181,186	144,627	184,990
411001 ANNUAL SALARY	157,872	169,156	169,156	134,802	172,960
414001 LONGEVITY	725	1,025	1,025	1,025	1,025
414008 LEADERSHIP STIPEND	6,046	6,000	6,000	4,800	6,000
415001 AUTOMOBILE ALLOWANCE	5,039	5,005	5,005	4,000	5,005



City of Buffalo  
 Recommended Budget 2021-2022  
 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	51,683	51,683
Senior Legislative Assistant II	5	I105	1	64,039	64,039
<b>Total Councilmember 2</b>			<b>3</b>		<b>\$ 190,722</b>
<b>10104001-411001</b>					
Councilmember 3	5	H001	1	\$ 75,000	\$ 75,000
Legislative Assistant	5	I013	1	51,683	51,683
Senior Legislative Assistant II	5	I105	1	64,039	64,039
<b>Total Councilmember 3</b>			<b>3</b>		<b>\$ 190,722</b>
<b>10105001-411001</b>					
Councilmember 4	5	H001	1	\$ 75,000	\$ 75,000
Senior Legislative Assistant	5	I017	1	57,860	57,860
Senior Legislative Assistant II	5	I105	1	64,039	64,039
<b>Total Councilmember 4</b>			<b>3</b>		<b>\$ 196,899</b>
<b>10107001-411001</b>					
Councilmember 6	5	H001	1	\$ 75,000	\$ 75,000
Legislative Assistant	5	I013	2	51,683	103,366
<b>Total Councilmember 6</b>			<b>3</b>		<b>\$ 178,366</b>
<b>10109001-411001</b>					
Councilmember 8	5	H001	1	\$ 75,000	\$ 75,000
Senior Legislative Assistant II	5	I105	2	64,039	128,078
<b>Total Councilmember 8</b>			<b>3</b>		<b>\$ 203,078</b>
<b>10110001-411001</b>					
Councilmember 9	5	H001	1	\$ 75,000	\$ 75,000
Legislative Assistant	5	I013	1	51,683	51,683
Senior Legislative Assistant II	5	I105	1	64,039	64,039
<b>Total Councilmember 9</b>			<b>3</b>		<b>\$ 190,722</b>
<b>10111001-411001</b>					
Councilmember 10 (Majority Leader)	5	H001	1	\$ 75,000	\$ 75,000
Legislative Aide	5	I007	1	45,505	45,505
Senior Legislative Assistant II	5	I105	1	64,039	64,039
<b>Total Councilmember 10</b>			<b>3</b>		<b>\$ 184,544</b>
<b>10112001-411001</b>					
Councilmember 11 (President Pro Tempore)	5	H001	1	\$ 75,000	\$ 75,000
Senior Legislative Assistant	5	I017	1	57,860	57,860
Senior Legislative Assistant II	5	I105	1	64,039	64,039
<b>Total Councilmember 11</b>			<b>3</b>		<b>\$ 196,899</b>



City of Buffalo  
Recommended Budget 2021-2022  
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	64,039	64,039
Assistant Legislative Aide	5	I102	1	33,921	33,921
<b>Total Councilmember 13</b>			<b>3</b>		<b>\$ 172,960</b>
<b>Totals</b>			<b>27</b>		<b>\$ 1,704,912</b>



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
<b>1002 LEGISLATIVE TOTAL</b>	<b>844,033</b>	<b>1,027,202</b>	<b>1,052,446</b>	<b>686,837</b>	<b>1,086,281</b>
10102001 LEGISLATIVE PS	822,108	932,258	932,258	661,593	1,086,281
411001 ANNUAL SALARY	645,488	679,020	679,020	510,535	809,381
412002 HOURLY SALARY	171,545	246,713	246,713	145,558	270,000
414001 LONGEVITY	5,075	6,525	6,525	5,500	6,900
10102006 LEGISLATIVE SV	21,925	94,944	120,188	25,244	0
434004 CC NEIGHBORHOOD INITIATIVES	21,925	94,944	120,188	25,244	0





City of Buffalo  
Recommended Budget 2021-2022  
General Fund

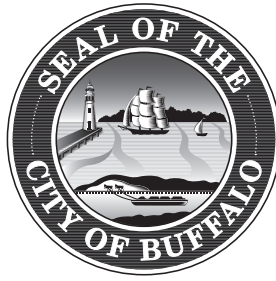
**Legislation**  
**10102001-411001**  
**Budgeted Salaries**

<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	\$ 33,921	\$ 33,921
Chief of Staff	5	I118	1	75,334	75,334
Legislative Aide	5	I007	2	45,505	91,010
Legislative Assistant	5	I013	4	51,683	206,732
Legislative Policy Advisor	5	A088	1	96,843	96,843
Press Information Officer	5	I154	1	56,726	56,726
Senior Legislative Assistant II	5	I105	1	64,039	64,039
Senior Legislative Assistant IV	5	I136	1	69,056	69,056
Senior Legislative Assistant	5	I017	2	57,860	115,720
<b>Total</b>			<b>14</b>		<b>\$ 809,381</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 2019-2020</b>	<b>Projection 2020-2021</b>	<b>Estimate 2021-2022</b>
Marriage ceremonies performed	172	257	175
Marriage licenses issued	1,654	1,750	1,750
Marriage certificates issued	4,534	4,700	4,650
Dog licenses issued	6,800	5,900	7,750
Pension checks mailed monthly	2	2	2
New Ordinances recorded	11	14	14
Publications: Notices of Public Hearing	61	95	130
Rezoning permits	15	13	14
Local Laws	4	3	4
Total use permits	28	65	80
Maintenance of inactive records (cu. ft.)	75,000	75,000	75,000
Corrections to birth records	451	450	450
Corrections to death records	474	724	725
Births recorded	8,510	8,617	8,650
Burial permits issued	4,884	5,528	5,200
Deaths recorded	4,884	5,528	5,200
Acknowledgements of paternity recorded	2,871	3,014	3,020
Free copies birth for military and other government agencies	1,825	2,200	2,200
Revenue Producing Copies:			
Birth	26,974	18,565	27,000
Death	27,793	31,097	30,000
Searches-genealogy	944	550	900
Telephone requests	30,000	50,000	40,000
Domestic Partnerships	8	6	7
Chicken coop licenses	22	30	33



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
<b>1020 CITY CLERK</b>	<b>2,497,573</b>	<b>2,681,046</b>	<b>3,215,256</b>	<b>1,939,505</b>	<b>2,722,296</b>
<b>ADMINISTRATIVE SERV TOTAL</b>					
<b>10220001 CITY CLERK ADMIN PS</b>	<b>912,623</b>	<b>1,159,147</b>	<b>1,159,147</b>	<b>752,766</b>	<b>1,199,583</b>
411001 ANNUAL SALARY	714,049	970,612	960,612	659,592	1,008,420
412002 HOURLY SALARY	185,887	170,000	170,000	74,806	170,000
413001 OVERTIME	820	3,000	3,000	809	3,000
413003 ACTING TIME	2,421	2,500	12,500	8,060	2,500
414001 LONGEVITY	7,850	11,225	11,225	9,500	12,950
414007 PERFECT ATTENDANCE INCENTIVE	1,596	1,810	1,810	0	2,713
<b>10220003 CITY CLERK ADMIN UT</b>	<b>7,677</b>	<b>7,700</b>	<b>8,533</b>	<b>6,833</b>	<b>6,400</b>
441003 ELECTRICITY	4,113	5,000	5,687	4,987	4,400
441004 TELEPHONE	3,563	2,700	2,847	1,847	2,000
<b>10220004 CITY CLERK ADMIN TR</b>	<b>144</b>	<b>6,475</b>	<b>6,475</b>	<b>50</b>	<b>6,475</b>
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	144	2,475	2,475	50	2,475
<b>10220005 CITY CLERK ADMIN SP</b>	<b>36,884</b>	<b>72,340</b>	<b>82,442</b>	<b>27,908</b>	<b>72,340</b>
455100 INTERNAL PRINT SHOP	600	10,000	13,700	9,700	10,000
461001 OFFICE SUPPLIES	14,805	30,000	30,432	8,458	30,000
461006 FURNITURE & EQUIP (NON CAPITAL)	3,018	7,000	7,000	716	7,000
461007 COMP & SOFTWARE (NON CAPITAL)	9,066	13,000	16,826	4,686	13,000
461105 JANITORIAL SUPPLIES	67	300	300	12	300
461201 CLOTHING & UNIFORMS	815	1,100	1,175	300	1,100
461400 POSTAGE	1,208	1,500	1,792	1,692	1,500
464000 PERIODICALS	339	550	550	474	550
466000 BUILDING SUPPLIES	428	1,890	2,940	1,087	1,890
467000 MISCELLANEOUS SUPPLIES	6,538	7,000	7,727	783	7,000
<b>10220006 CITY CLERK ADMIN SV</b>	<b>1,540,246</b>	<b>1,435,384</b>	<b>1,958,658</b>	<b>1,151,946</b>	<b>1,437,498</b>
432004 ENGINEER & TECHNICAL SERVICES	63,160	89,485	93,145	63,639	90,722
434000 OTHER CONTRACTUAL SERVICES	120,000	94,725	94,725	0	94,725
434002 CREDIT CARD & BANK CHARGES	148	0	0	0	0
434004 CC NEIGHBORHOOD INITIATIVES	1,185,982	1,035,000	1,536,749	897,048	1,035,000
443301 MACHINERY & EQUIP REPAIRS	827	800	800	172	800
443400 EQUIP MAINTENANCE CONTRACTS	6,445	6,550	7,000	5,855	6,930
444101 RENTAL LAND & BUILDINGS	114,015	125,624	129,186	127,924	126,121
444201 RENTAL EQUIPMENT & VEHICLES	0	500	500	0	500
454000 ADVERTISING	14,460	28,000	39,100	26,100	28,000
455000 PRINTING & BINDING	15,167	14,200	14,200	10,458	14,200
456000 OTHER SERVICES	20,042	40,500	43,255	20,751	40,500



City of Buffalo  
Recommended Budget 2021-2022  
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	\$ 33,921	\$ 101,763
Assistant Legislative Aide II	5	I132	1	39,421	39,421
City Clerk	5	I106	1	106,523	106,523
Council Clerk	11	A046	2	51,236	102,472
Deputy City Clerk	5	I108	1	68,704	68,704
Deputy City Clerk of Vital Records	5	I108	1	68,704	68,704
Legislative Aide	5	I007	4	45,505	182,020
Legislative Assistant	5	I013	3	51,683	155,049
Legislative Asst to City Clerk	5	I098	1	51,238	51,238
Sr Account Clerk Typist	15	A007	2	43,716	87,432
Teller	15	A013	1	45,094	45,094
<b>Total</b>			<b>20</b>		<b>\$ 1,008,420</b>





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
<b>1021 CITY CLERK RECORD MGT TOTAL</b>	<b>177,009</b>	<b>156,381</b>	<b>156,381</b>	<b>90,225</b>	<b>160,917</b>
<b>10221001 CITY CLERK RECD MGT PS</b>	<b>177,009</b>	<b>156,381</b>	<b>156,381</b>	<b>90,225</b>	<b>160,917</b>
411001 ANNUAL SALARY	167,678	147,428	147,428	85,527	154,120
413001 OVERTIME	3,886	2,500	2,500	2,629	2,500
414001 LONGEVITY	4,674	4,125	4,125	1,295	2,750
414028 VACATION BUYOUT	771	2,328	2,328	774	1,547



City of Buffalo  
Recommended Budget 2021-2022  
General Fund

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

<b>Description</b>	<b>Step</b>	<b>Grade</b>	<b>Quantity</b>	<b>Unit Cost</b>	<b>Total</b>
Laborer II	15	B025	1	\$ 32,947	\$ 32,947
Laborer II	5	B025	3	40,391	121,173
<b>Total</b>			<b>4</b>		<b>\$ 154,120</b>