



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

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

Work Program Statistics

	Actual 2019-2020	Projection 2020-2021	Estimate 2021-2022
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
 Adopted Budget 2021-2022
 General Fund

	2019-2020 Actual Amount	2020-2021 Adopted Budget	2020-2021 Revised Budget	2020-2021 Year To Date 6/1/2021	2021-2022 Adopted Budget
COUNCILMEMBERS TOTAL	1,614,040	1,786,123	1,786,123	1,551,351	1,843,116
1003 COUNCILMEMBER TWO	194,798	206,933	206,933	181,616	216,444
10103001 COUNCILMEMBER 2 PS	194,798	206,933	206,933	181,616	216,444
411001 ANNUAL SALARY	174,644	186,228	186,228	162,678	195,739
414001 LONGEVITY	-	700	700	1,400	700
414008 LEADERSHIP STIPEND	15,115	15,000	15,000	13,154	15,000
415001 AUTOMOBILE ALLOWANCE	5,039	5,005	5,005	4,385	5,005
1004 COUNCILMEMBER THREE	173,373	199,933	199,933	173,759	209,444
10104001 COUNCILMEMBER 3 PS	173,373	197,933	197,933	173,759	207,444
411001 ANNUAL SALARY	165,335	186,228	186,228	163,412	195,739
414001 LONGEVITY	-	700	700	700	700
414008 LEADERSHIP STIPEND	3,000	6,000	6,000	5,262	6,000
415001 AUTOMOBILE ALLOWANCE	5,039	5,005	5,005	4,385	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	179,163	203,170	203,170	176,205	207,904
10105001 COUNCILMEMBER 4 PS	179,163	203,170	203,170	176,205	207,904
411001 ANNUAL SALARY	168,079	192,165	192,165	166,559	196,899
414008 LEADERSHIP STIPEND	6,046	6,000	6,000	5,262	6,000
415001 AUTOMOBILE ALLOWANCE	5,039	5,005	5,005	4,385	5,005
1007 COUNCILMEMBER 6	168,440	185,357	185,357	161,950	190,071
10107001 COUNCILMEMBER 6 PS	168,440	185,357	185,357	161,950	190,071
411001 ANNUAL SALARY	159,894	174,352	174,352	152,304	178,366
414001 LONGEVITY	-	-	-	-	700
414008 LEADERSHIP STIPEND	6,046	6,000	6,000	5,262	6,000
415001 AUTOMOBILE ALLOWANCE	2,500	5,005	5,005	4,385	5,005
1009 COUNCILMEMBER 8	178,272	213,859	213,859	183,398	218,833
10109001 COUNCILMEMBER 8 PS	178,272	211,159	211,159	183,398	216,133
411001 ANNUAL SALARY	165,837	198,104	198,104	173,051	203,078
414001 LONGEVITY	1,350	2,050	2,050	700	2,050
414008 LEADERSHIP STIPEND	6,046	6,000	6,000	5,262	6,000
415001 AUTOMOBILE ALLOWANCE	5,039	5,005	5,005	4,385	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 2021-2022
 General Fund

	2019-2020 Actual Amount	2020-2021 Adopted Budget	2020-2021 Revised Budget	2020-2021 Year To Date 6/1/2021	2021-2022 Adopted Budget
COUNCILMEMBERS TOTAL	1,614,040	1,786,123	1,786,123	1,551,351	1,843,116
1010 COUNCILMEMBER 9	179,580	194,795	194,795	167,335	205,227
10110001 COUNCILMEMBER 9 PS	177,963	191,295	191,295	167,137	201,727
411001 ANNUAL SALARY	166,154	180,290	180,290	157,490	190,722
414001 LONGEVITY	725	-	-	-	-
414008 LEADERSHIP STIPEND	6,046	6,000	6,000	5,262	6,000
415001 AUTOMOBILE ALLOWANCE	5,039	5,005	5,005	4,385	5,005
10110004 COUNCILMEMBER 9 TR	1,617	3,500	3,500	198	3,500
458001 TRANSPORTATION	298	1,000	1,000	-	1,000
458002 MEALS & LODGING	869	2,000	2,000	-	2,000
458003 REGISTRATION & MEMBERSHIP FEES	450	500	500	198	500
1011 COUNCILMEMBER 10	177,354	196,320	196,320	170,443	200,574
10111001 COUNCILMEMBER 10 PS	177,354	196,320	196,320	170,443	200,574
411001 ANNUAL SALARY	161,214	180,290	180,290	157,289	184,544
414001 LONGEVITY	1,025	1,025	1,025	-	1,025
414008 LEADERSHIP STIPEND	10,077	10,000	10,000	8,769	10,000
415001 AUTOMOBILE ALLOWANCE	5,039	5,005	5,005	4,385	5,005
1012 COUNCILMEMBER 11	193,377	204,570	204,570	178,210	209,629
10112001 COUNCILMEMBER 11 PS	193,377	204,570	204,570	178,210	209,629
411001 ANNUAL SALARY	181,592	192,165	192,165	167,864	196,899
414001 LONGEVITY	700	1,400	1,400	700	1,725
414008 LEADERSHIP STIPEND	6,046	6,000	6,000	5,262	6,000
415001 AUTOMOBILE ALLOWANCE	5,039	5,005	5,005	4,385	5,005
1014 COUNCILMEMBER 13	169,682	181,186	181,186	158,436	184,990
10114001 COUNCILMEMBER 13 PS	169,682	181,186	181,186	158,436	184,990
411001 ANNUAL SALARY	157,872	169,156	169,156	147,764	172,960
414001 LONGEVITY	725	1,025	1,025	1,025	1,025
414008 LEADERSHIP STIPEND	6,046	6,000	6,000	5,262	6,000
415001 AUTOMOBILE ALLOWANCE	5,039	5,005	5,005	4,385	5,005



City of Buffalo
 Adopted Budget 2021-2022
 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	5	I013	1	51,683	51,683
Senior Legislative Assistant IV	5	I136	1	69,056	69,056
Total Councilmember 2			3		\$ 195,739
10104001-411001					
Councilmember 3	5	H001	1	\$ 75,000	\$ 75,000
Legislative Assistant	5	I013	1	51,683	51,683
Senior Legislative Assistant IV	5	I136	1	69,056	69,056
Total Councilmember 3			3		\$ 195,739
10105001-411001					
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
Total Councilmember 4			3		\$ 196,899
10107001-411001					
Councilmember 6	5	H001	1	\$ 75,000	\$ 75,000
Legislative Assistant	5	I013	2	51,683	103,366
Total Councilmember 6			3		\$ 178,366
10109001-411001					
Councilmember 8	5	H001	1	\$ 75,000	\$ 75,000
Senior Legislative Assistant II	5	I105	2	64,039	128,078
Total Councilmember 8			3		\$ 203,078
10110001-411001					
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
Total Councilmember 9			3		\$ 190,722
10111001-411001					
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
Total Councilmember 10			3		\$ 184,544
10112001-411001					
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
Total Councilmember 11			3		\$ 196,899



City of Buffalo
Adopted Budget 2021-2022
General Fund

**Common Council
Budgeted Salaries**

Description	Step	Grade	Qty	Unit Cost	Total
10114001-411001					
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
Total Councilmember 13			3		\$ 172,960
Totals			27		\$ 1,714,946



City of Buffalo
 Adopted Budget 2021-2022
 General Fund

	2019-2020 Actual Amount	2020-2021 Adopted Budget	2020-2021 Revised Budget	2020-2021 Year To Date 6/1/2021	2021-2022 Adopted Budget
1002 LEGISLATIVE TOTAL	844,033	1,027,202	1,052,446	742,081	1,211,247
10102001 LEGISLATIVE PS	822,108	932,258	932,258	716,837	1,211,247
411001 ANNUAL SALARY	645,488	679,020	679,020	554,948	814,881
412002 HOURLY SALARY	171,545	246,713	246,713	155,689	389,466
414001 LONGEVITY	5,075	6,525	6,525	6,200	6,900
10102006 LEGISLATIVE SV	21,925	94,944	120,188	25,244	-
434004 CC NEIGHBORHOOD INITIATIVES	21,925	94,944	120,188	25,244	-



City of Buffalo
Adopted Budget 2021-2022
General Fund

Legislation
10102001-411001
Budgeted Salaries

Description	Step	Grade	Quantity	Unit Cost	Total
Assistant Legislative Aide II	5	I102	1	\$ 39,421	\$ 39,421
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
Total			14		\$ 814,881



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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 CITY CLERK

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.

DEPARTMENT OF CITY CLERK

Division of City Clerk Division #02-1020

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 CITY CLERK

Division of City Clerk Division #02-1020

Work Program Statistics

	Actual 2019-2020	Projection 2020-2021	Estimate 2021-2022
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
 Adopted Budget 2021-2022
 General Fund

	2019-2020 Actual Amount	2020-2021 Adopted Budget	2020-2021 Revised Budget	2020-2021 Year To Date 6/1/2021	2021-2022 Adopted Budget
1020 CITY CLERK	2,497,573	2,681,046	3,212,521	2,108,399	4,072,296
ADMINISTRATIVE SERV TOTAL					
10220001 CITY CLERK ADMIN PS	912,623	1,159,147	1,159,147	822,347	1,199,583
411001 ANNUAL SALARY	714,049	970,612	960,612	718,965	1,008,420
412002 HOURLY SALARY	185,887	170,000	170,000	81,998	170,000
413001 OVERTIME	820	3,000	3,000	809	3,000
413003 ACTING TIME	2,421	2,500	12,500	10,051	2,500
414001 LONGEVITY	7,850	11,225	11,225	10,525	12,950
414007 PERFECT ATTENDANCE INCENTIVE	1,596	1,810	1,810	-	2,713
10220003 CITY CLERK ADMIN UT	7,677	7,700	8,533	6,833	6,400
441003 ELECTRICITY	4,113	5,000	5,687	4,987	4,400
441004 TELEPHONE	3,563	2,700	2,847	1,847	2,000
10220004 CITY CLERK ADMIN TR	144	6,475	6,475	50	6,475
458001 TRANSPORTATION	-	1,500	1,500	-	1,500
458002 MEALS & LODGING	-	2,500	2,500	-	2,500
458003 REGISTRATION & MEMBERSHIP FEES	144	2,475	2,475	50	2,475
10220005 CITY CLERK ADMIN SP	36,884	72,340	82,442	36,232	72,340
455100 INTERNAL PRINT SHOP	600	10,000	13,700	9,700	10,000
461001 OFFICE SUPPLIES	14,805	30,000	30,432	12,617	30,000
461006 FURNITURE & EQUIP (NON CAPITAL)	3,018	7,000	7,000	3,083	7,000
461007 COMP & SOFTWARE (NON CAPITAL)	9,066	13,000	16,826	6,457	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	810	7,000
10220006 CITY CLERK ADMIN SV	1,540,246	1,435,384	1,955,923	1,242,936	2,787,498
432004 ENGINEER & TECHNICAL SERVICES	63,160	89,485	93,145	64,324	90,722
434000 OTHER CONTRACTUAL SERVICES	120,000	94,725	94,725	-	94,725
434002 CREDIT CARD & BANK CHARGES	148	-	-	-	-
434004 CC NEIGHBORHOOD INITIATIVES	1,185,982	1,035,000	1,534,014	986,048	2,385,000
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	129,186	126,121
444201 RENTAL EQUIPMENT & VEHICLES	-	500	500	-	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	20,794	40,500



City of Buffalo
Adopted Budget 2021-2022
General Fund

City Clerk
10220001-411001
Budgeted Salaries

Description	Step	Grade	Quantity	Unit Cost	Total
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
Total			20		\$ 1,008,420



City of Buffalo
 Adopted Budget 2021-2022
 General Fund

	2019-2020 Actual Amount	2020-2021 Adopted Budget	2020-2021 Revised Budget	2020-2021 Year To Date 6/1/2021	2021-2022 Adopted Budget
1021 CITY CLERK RECORD MGT TOTAL	177,009	156,381	156,381	98,736	160,917
10221001 CITY CLERK RECD MGT PS	177,009	156,381	156,381	98,736	160,917
411001 ANNUAL SALARY	167,678	147,428	147,428	94,039	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
Adopted Budget 2021-2022
General Fund

City Clerk Records Management
10221001-411001
Budgeted Salaries

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