

(Please Use this Form for Filing your Local Law with the Secretary of State)

Text of law should be given as amended. Do not include matter being eliminated and do not use italics or underlining to indicate new matter.

County
~~XCityX~~ of Lewis
~~XTownX~~
~~XVillageX~~
Local Law No. 4 of the year 19 87

A local law WITH REFERENCE TO A COUNTY MANAGER OF THE COUNTY OF LEWIS.
(Insert title)

Be it enacted by the Board of Legislators of the
(Name of Legislative Body)

County
~~XCityX~~ of Lewis as follows:
~~XTownX~~
~~XVillageX~~

(SEE ATTACHED SHEETS)

(If additional space is needed, please attach sheets of the same size as this and number each)

LOCAL LAW NO. 4 - 1987
COUNTY OF LEWIS

Introduced by Legislator Gary Buckingham, Chairman of the County Officers and Employees Committee.

A LOCAL LAW WITH REFERENCE TO A COUNTY MANAGER OF THE COUNTY OF LEWIS.

BE IT ENACTED by the Board of Legislators of the County of Lewis as follows:

Section 1. COUNTY MANAGER. There shall be a County Manager who shall be directly responsible to the Board of Legislators and perform the functions of a chief administrative officer on behalf of the Board of Legislators with the Board of Legislators retaining the final administrative authority.

Section 2. APPOINTMENT - QUALIFICATIONS. The County Manager shall be appointed by the Board of Legislators and serve at the pleasure of the Board of Legislators. At the time of appointment the County Manager shall possess a sufficient combination of education, training and professional experience in the field of public or business administration which demonstrates the ability to perform the duties of the office and shall be appointed on the basis of these and such other qualifications as may be required for the responsibilities of the office, with the salary being established by the Board of Legislators.

Section 3. POWERS AND DUTIES. Without curtailing, diminishing or transferring the powers of any elected county official or the Board of Legislators, the County Manager shall be responsible for the overall administration of county government and shall provide and coordinate staff services to the Board of Legislators, Chairman of the Board and its Committees. The County Manager shall perform all the duties now and hereafter conferred or imposed upon the office by law and directed by the Board of Legislators and shall have all powers and perform all the duties necessarily implied or incidental thereto. Among such powers and duties, but not by way of limitation, are:

- [a] Appoint such assistants and staff within the office of the Manager as may be authorized by the legislature.
- [b] Implement programs and policies of the legislature and promote efficiency and economy in county government.
- [c] Execute and enforce, as authorized by the legislature, all local laws, legalizing acts, ordinances, resolutions and directives of the legislature and all other acts required by operation of law.
- [d] Develop administrative regulations and procedures under existing laws and the acts, directives and resolutions of the county legislature.
- [e] Be responsible for and coordinate the administrative functions of the several administration departments of the county government and serve as liaison between the legislature and the several administrative departments of county government, as well as the agencies, special improvement districts, boards, commissions and advisory committees established by the legislature.

- [f] Submit reports and recommendations on legislation, rules and regulations to the legislature and provide such other assistance to the legislature and its committees as may be requested by the legislature.
- [g] Maintain liaison and represent the legislature in contracts with political subdivisions, state and federal officials and agencies.
- [h] Recommend to appropriate committees of the legislature, for their consideration for appointment, the heads of county departments and agencies.
- [i] Participate as authorized by the legislature in the conduct of collective negotiations with organized employee representatives.
- [j] Transfer employees temporarily from one department or office to another with the approval of the appointing officer or board.
- [k] Determine what officer shall perform a particular power or duty not clearly defined by law.
- [l] Coordinate the fiscal affairs of the departments and agencies of county government.
- [m] To be the budget officer of the county and be responsible for the preparation and administration of the budget of the county, as well as develop and recommend a budget program that includes both long-range capital budgeting and annual operating budgets under the direction of the legislature.
- [n] Provide for appropriate budgetary controls and the efficient and economical management of appropriated funds.
- [o] Establish, subject to the approval of the legislature, and maintain as its agent, a uniform purchasing system to provide for the purchase, sale, rental and servicing of all supplies, materials, equipment and services for the county and all its units, including inspection, supervision and determination as to quality, quantity and conformity with specifications and be responsible for compliance therewith.
- [p] Sell or lease surplus, obsolete and unused supplies, materials and equipment, under such rules and regulations as the legislature may require.
- [q] Provide, as authorized by the legislature, for the administration of supporting services and facilities for various units of county government, including the installation, operation and maintenance of all data processing equipment, the maintenance and operation of facilities for the central reproduction of printed materials, the central receipt, distribution, processing and collection of mail and messages and the supervision of all operating personnel with respect thereto.
- [r] Attend all regular meetings of the county legislature and its committees and such special meetings as it may direct.
- [s] Perform such other duties as may be directed or delegated by the County Board of Legislators.

Section 4. ACTING COUNTY MANAGER. The Chairman of the Board of Legislators shall be the acting county manager in the event of the county manager's absence from the County or inability to perform and exercise the powers and duties of the office. In the event of the chairman's inability to serve as acting county manager, the chairman, with the approval of the Board of Legislators, shall appoint an acting county manager. In no event, may a person serve as acting county manager for a period greater than sixty days in any calendar year unless authorized by the Board of Legislators. The acting county manager shall have all the powers and duties of the county manager during the period of his designation or until a new county manager shall be appointed pursuant to law and shall qualify to assume that office.

Section 5. SALARY. The county manager shall receive an annual salary to be fixed by the Board of Legislators.

Section 6. SEPARABILITY. If any clause, sentence, paragraph, section or part of this local law shall be adjudged by any court of competent jurisdiction to be invalid, such judgment, decree or order shall not affect, impair or invalidate the remainder thereof but shall be confined in its operation to the clause, sentence, paragraph, subdivision, section or part thereof directly involved in the controversy in which such judgment, decree or order shall have been rendered and the remainder of this local law shall not be affected thereby and shall remain in full force and effect.

Section 7. EFFECTIVE DATE. This local law shall take effect immediately upon all legal requirements being met.

(Complete the certification in the paragraph which applies to the filing of this local law and strike out the matter therein which is not applicable.)

1. (Final adoption by local legislative body only.)

I hereby certify that the local law annexed hereto, designated as local law No. 4 of 19 87
County
of the ~~XXXX~~ of Lewis was duly passed by the Board of Legislators
~~XXXX~~ (Name of Legislative Body)
~~XXXX~~
on June 2nd 19 87 in accordance with the applicable provisions of law.

2. (Passage by local legislative body with approval or no disapproval by Elective Chief Executive Officer,* or repassage after disapproval.)

I hereby certify that the local law annexed hereto, designated as local law No. _____ of 19 _____
County
of the City of _____ was duly passed by the _____
Village (Name of Legislative Body)
on _____ 19 _____ and was approved _____ by the _____
repassed after disapproval _____ Elective Chief Executive Officer *
and was deemed duly adopted on _____ 19 _____, in accordance with the applicable provisions of law.

3. (Final adoption by referendum.)

I hereby certify that the local law annexed hereto, designated as local law No. _____ of 19 _____
County
of the City of _____ was duly passed by the _____
Town (Name of Legislative Body)
Village
on _____ 19 _____ and was approved _____ by the _____
repassed after disapproval _____ Elective Chief Executive Officer *
on _____ 19 _____ Such local law was submitted to the people by reason of a
mandatory referendum, and received the affirmative vote of a majority of the qualified electors voting
permissive _____
general
thereon at the special election held on _____ 19 _____, in accordance with the appli-
annual
cable provisions of law.

4. (Subject to permissive referendum, and final adoption because no valid petition filed requesting referendum.)

I hereby certify that the local law annexed hereto, designated as local law No. _____ of 19 _____
County
of the City of _____ was duly passed by the _____ on
Town (Name of Legislative Body)
Village
_____ 19 _____ and was approved _____ by the _____ on
repassed after disapproval _____ Elective Chief Executive Officer *
_____ 19 _____. Such local law being subject to a permissive referendum and no
valid petition requesting such referendum having been filed, said local law was deemed duly adopted on
_____ 19 _____, in accordance with the applicable provisions of law.

*Elective Chief Executive Officer means or includes the chief executive officer of a county elected on a county-wide basis or, if there be none, the chairman of the county legislative body, the mayor of a city or village or the supervisor of a town, where such officer is vested with power to approve or veto local laws or ordinances.

5. (City local law concerning Charter revision proposed by petition.)

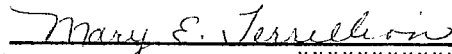
I hereby certify that the local law annexed hereto, designated as local law No. of 19..... of the City of..... having been submitted to referendum pursuant to the provisions of § 36 of the Municipal Home Rule Law, and having received the affirmative vote of a majority of the qualified electors of such city voting thereon at the special election held on 19..... became operative.

6. (County local law concerning adoption of Charter.)

I hereby certify that the local law annexed hereto, designated as Local Law No. of 19..... of the County of, State of New York, having been submitted to the Electors at the General Election of November, 19, pursuant to subdivisions 5 and 7 of Section 33 of the Municipal Home Rule Law, and having received the affirmative vote of a majority of the qualified electors of the cities of said county as a unit and of a majority of the qualified electors of the towns of said county considered as a unit voting at said general election, became operative.

(If any other authorized form of final adoption has been followed, please provide an appropriate certification.)

I further certify that I have compared the preceding local law with the original on file in this office and that the same is a correct transcript therefrom and of the whole of such original local law, and was finally adopted in the manner indicated in paragraph above.


 Deputy Clerk of the County legislative body, ~~City Town Village~~

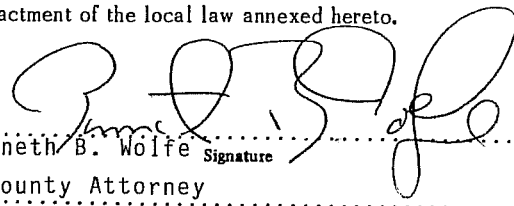
Date: June 3rd, 1987

(Seal)

(Certification to be executed by County Attorney, Corporation Counsel, Town Attorney, Village Attorney or other authorized Attorney of locality.)

STATE OF NEW YORK
 COUNTY OF Lewis

I, the undersigned, hereby certify that the foregoing local law contains the correct text and that all proper proceedings have been had or taken for the enactment of the local law annexed hereto.


 Kenneth B. Wolfe Signature
 County Attorney
 Title

Date: June 3rd, 1987

County
~~City~~ of Lewis
~~Town~~
~~Village~~