

# **LEGISLATURE OFFICE**

## **ORGANIZATIONAL CHART**



## **DEPARTMENT DESCRIPTION**

The Administrative Office of the Genesee County Legislature is to serve at the pleasure and owe first allegiance to the nine members of the Legislature. This function involves the responsibility of giving continuity to the work of the Legislature and keeping the Legislature informed of the work of prior years. The office is the contact point for citizens' interaction with the nine elected officials.

The wide variety of duties and responsibilities include researching past legislative action and coordination of committee and legislative meeting agendas and minutes. This office is required to function according to calendars and under the ever-pressing need of meeting deadlines.

The Administrative Office consists of the Clerk to the Legislature.

## **STRATEGIC FRAMEWORK**

### **Mission**

The mission of the Administrative Office of the Genesee County Legislature is to have the Legislature as completely informed as possible to make effective decisions. This includes past actions and legislation execution requirements. The office works closely with the County Attorney and County Manager's Office as well as with the Department Heads in coordinating flow through the committee system. It must be a successful vehicle for citizen, municipal, State and Federal interaction with the nine Legislators. The provision of information to the community at large regarding the workings of County Government is an important aspect of the daily work. The Clerk also coordinates Freedom of Information requests to the Departments and acts as the administrator of the Ethics and Disclosure Program.

### **2022 Accomplishments**

1. Continue to learn and become familiar with the processes and rules of the Legislature.
2. Researched vendors for Weighted Voting Reapportionment. With direction by the Legislature selected the best service, price to handle the reapportionment. Worked with the vendor and County Attorney to move the process forward into a Local Law for execution to send to State for filing.
3. Utilized my skills with known software to cut down the manual administrative process.
4. Received Certification as Certified Legislature Clerk of the Board through NYS Association of Clerks of County Legislative Boards.
5. Collaborated with Legislature and the County Attorney to update Rule 18 to allow a consent agenda during Legislature Meetings.
6. Became the Secretary to the Inter-County Association of Western New York.
7. Finalized the 2022 Ethic Board Review. A few difficult tasks but executed proficiently and professionally. 131 participants.
8. 40 Foil Requests.
9. 2 Home-Rule Requests – Steven Grice.
10. 43 Proclamations
11. 4 Local Laws

### **2023 Goals**

1. To attend the NYSACCLB Conference for Clerks in May 2023.
2. Continue to familiarize myself with rules and regulations.
3. Maintain workload between Administrative Office and Inter-County Association.
4. Assist the management team as needed.
5. Work on Legislature biographies for the County website.
6. Research software that the administrative office will utilize with other departments for the agenda, resolutions, minutes, etc.

## **BUDGET SUMMARY**

<b><u>Legislature</u></b>	2021	2022	2023	<b>Administrative</b>	2021	2022	2023
Salary	119,195	131,068	137,035	Salary	56,028	61,349	63,661
Fringe	134,962	145,955	141,960	Additional Salary (ICAWNY)	5,000		5,000
				Fringe	37,947	17,773	18,984
Contractual	8,000	11,300	15,525	Contractual	0	0	860
Revenue	0	0	0	Revenue	0	0	0
Net support	262,157	277,024	\$294,520	Net Support	92,975	79,082	88,505
FTE's: 5.4				FTE: 1			