

CHRISTINE KANE
COUNTY OFFICE BUILDING
3 EAST PULTENEY SQUARE
BATH, NY 14810

RE: County of Steuben, Local Law 5, 1999, filed 06/17/99

County
~~City~~ of Steuben
~~Town~~
~~Village~~

Local Law No. Five of the year 1999

A local law Pursuant to County Law § 376, authorizing an amendment
(Insert Title)
to the rules of procedure of the Steuben County Legislature
relative to Rule 16. Requests for new positions, upgrading,
or downgradings of created positions, and establishing the
budget adoption process.

Be it enacted by the LEGISLATURE of the
(Name of Legislative Body)

County
~~City~~ of Steuben as follows:
~~Town~~
~~Village~~

SECTION 1. LEGISLATIVE INTENT: It is the intent of this local law to amend the Rules of Procedure of the Steuben County Legislature Rule 16B. Procedure so as to integrate the annual personnel requirements with the annual budgetary process. Further, it is the intent to require the Budget Officer to prepare and file an annual Budget Message. Finally, this local law shall be made part of the Rules of Procedure of the Steuben County Legislature.

SECTION 2. RULE 16. REQUEST FOR NEW POSITIONS, UPGRADINGS, OR DOWNGRADINGS OF CREATED POSITIONS is hereby amended to read as follows:

RULE 16. REQUEST FOR NEW POSITIONS, UPGRADINGS, OR DOWNGRADINGS OF CREATED POSITIONS.

B. PROCEDURE -

- (6) All position requests filed with the tentative budget shall be presented to the County Legislature at the Budget Workshop for discussion and possible revision by the Legislature. Position requests as revised shall be voted on in the form of a resolution at the meeting in which the Budget is formally considered for approval.

(If additional space is needed, attach pages the same size as this sheet, and number each.)

17. BUDGET ADOPTION PROCESS

The Budget Officer shall comply with all statutory provisions relative to the presentation of the Tentative Budget and adoption of the Final Budget. At a date and time other than the regular monthly meeting of the Steuben County Legislature and at a date and time other than and prior to the adoption of the Annual Budget there shall be convened by the Chairman of the Legislature a Budget Workshop. In addition there shall be filed by the Budget Officer an Annual Budget Message with the filing of the Tentative Budget.

The format for the Budget Workshop shall be as follows:

- 1) Presentation of the Budget Message by the Budget Officer.
- 2) Analysis of the budgetary impact of proposed personnel changes including
 - a) Personnel changes pursuant to Rule 16B.
 - b) Personnel changes due to non-16B activities including retirements, consolidations position eliminations or other factors.
 - c) Net impact on numbers of positions.
 - d) Net dollar impact of collective bargaining agreements.
 - e) Net dollar impact due to management salary increases (including public officers). Any salary of a public officer or officers necessitating the presentation of a local law or laws shall be prepared at the direction of the Administration Committee at or before its November committee meeting and forthwith presented to each member of the Legislature. Said Local Law or Laws shall be published and posted. Presentation for final adoption shall be made at the Budget Workshop following the public hearing on said local law or laws.
 - f) Total budgetary impact of all combined personnel changes.
- 3) Impact of funding for Capital Projects and Debt Service.
- 4) Discussion of other issues of budgetary concern to legislators.

Changes to the proposed budget approved in the budget workshop shall be incorporated into the budget prior to the full meeting of the Legislature scheduled subsequently for public hearing and budget approval.

At a date and time other than the regular monthly meeting of the Legislature and the Budget Workshop Meeting, the Chairman shall convene a separate meeting for a public hearing on the Annual Budget together with resolutions customary and necessary for the adoption of the Annual County Budget.

18. CHANGES IN THE RULES
19. STANDING COMMITTEES
20. ROBERT'S RULES OF ORDER
21. COUNTY ADMINISTRATOR

SECTION 3. EFFECTIVE DATE. The within resolution shall be effective immediately upon final adoption.

(Complete the certification in the paragraph that applies to the filing of this local law and strike out that 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. Five of 1999 of the (County)(~~City~~)(~~Town~~)(~~Village~~) of Steuben was duly passed by the LEGISLATURE on May 24 1999, in accordance with the applicable provisions of law.
(Name of Legislative Body)

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

~~I hereby certify that the local law annexed hereto, designated as local law No. _____ of 19____ of the (County)(City)(Town)(Village) of _____ was duly passed by the _____ on _____ 19____, and was (approved)(not approved)(repassed after disapproval) by the _____ and was deemed duly adopted on _____ 19____, in accordance with the applicable provisions of law.
(Name of Legislative Body)
(Elective Chief Executive Officer)*~~

3. (Final adoption by referendum.)

I hereby certify that the local law annexed hereto, designated as local law No. _____ of 19____ of the (County)(City)(Town)(Village) of _____ was duly passed by the _____ on _____ 19____, and was (approved)(not approved)(repassed after disapproval) by the _____ on _____ 19____. Such local law was submitted to the people by reason of a (mandatory)(permissive) referendum, and received the affirmative vote of a majority of the qualified electors voting thereon at the (general)(special)(annual) election held on _____ 19____, in accordance with the applicable provisions of law.
(Name of Legislative Body)
(Elective Chief Executive Officer)*

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

I hereby certify that the local law annexed hereto, designated as local law No. _____ of 19____ of the (County)(City)(Town)(~~Village~~) of _____ was duly passed by the _____ on _____ 19____, and was (approved)(not approved)(repassed after disapproval) by the _____ on _____ 19____. Such local law was subject to permissive referendum and no valid petition requesting such referendum was filed as of _____ 19____, in accordance with the applicable provisions of law.
(Name of Legislative Body)
(Elective Chief Executive Officer)*

* 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 chairperson of the county legislative body, the mayor of a city or village, or the supervisor of a town where such officer is vested with the power to approve or veto local laws or ordinances.

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

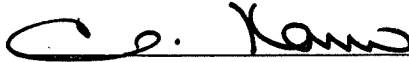
I hereby certify that the local law annexed hereto, designated as local law No. _____ of 19____ of the City of _____ having been submitted to referendum pursuant to the provisions of section (36)(37) of the Municipal Home Rule Law, and having received the affirmative vote of a majority of the qualified electors of such city voting thereon at the (special)(general) 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 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 1, above.



Clerk of the County legislative body, City, Town or Village Clerk
or officer designated by local legislative body

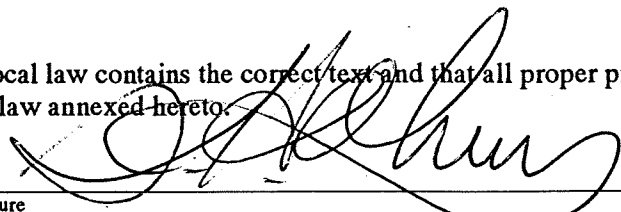
(Seal)

Date: May 25, 1999

(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 Steuben

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.



Signature

County Attorney

Title

County
~~CITY~~ of Steuben
~~TOWN~~
~~VILLAGE~~

Date: May 25, 1999