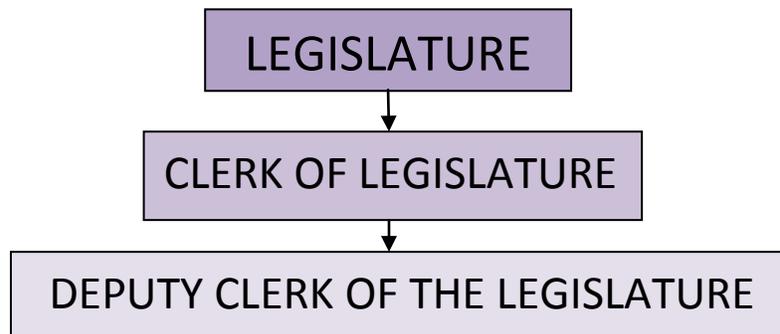


DEPARTMENT: CLERK OF THE LEGISLATURE



DEPARTMENT DESCRIPTION:

This office consists of the Clerk of the Legislature, and a Deputy Clerk. The CAO Secretary also performs many duties for our office, which adds to our team.

The main function of this office is to provide clerical and administrative support services to the Legislature. The office is shared with that of the Chief Administrative Officer, which completes the team of support services for the Board.

The Office of the Clerk of the Legislature is a key department at the county government level, whose primary goal is to assist the County Legislature in carrying out all of its basic programs. The facilitating services as provided by the Clerk's Office are a major determinate of whether or not the citizens of the county receive "good government". The office strives to maintain the highest level of government services. It continues to explore efficient and productive processes to streamline procedures and to foster a spirit of community awareness and confidence.

The Clerk holds one of the most complex and responsible positions in the county organization. The Clerk is the right hand to the Chairperson, and chief assistant to committee chairpersons. In addition to ongoing continuity, the Clerk of the Legislature shares responsibility for supplying specialized knowledge to the group, which can devote only part of its time to county business.

The Office of the Clerk of the Legislature performs immediate service, rather than an end product. It is a facilitating service at the legislative, top supervisory level, which makes it of primary importance to the operation of the county. These facilitating services cut across the whole spectrum of county activities involving each county department. In addition, the Clerk's office is an integral part of the democratic process, working primarily with the elected representatives of the people and aiding them to function effectively.

For these reasons, particularly close proximity to the legislative process, the Office of the Clerk is a most essential and strategic position. Centered among the activities of the Clerk's Office are: planning, programming, communication, delegation, coordination, scheduling, research, and advertisement. The Clerk and staff streamline the multitude of procedures that elected officials must follow.

The duties performed here are many! All county vouchers are submitted to this office to be reviewed before being audited by a legislator. Each legislator audits for two months during each year.

The county roster is prepared and distributed annually by this office. We also post the roster on the county website. Now that this is done "in house" so we can keep it current and up to date. Back in the "olden days" it was sent out to a printer and what was printed for the year was all we had and could not be changed.

Much of the time this office is devoted to preparation and "aftermath" of Legislature meetings, which are regularly held on the second and fourth Wednesday of each month. Resolutions are required for multiple reasons, such as filling vacancies, creating or abolishing positions, certain payments, money transfers, approving agreements and the list goes on! This is an endless cycle, as one week is spent preparing resolutions, ensuring that all paperwork is in this office in the proper format and other functions for the upcoming board meeting; then after each meeting is the time consuming task of processing all legislation resulting from the meeting.

There are many duties that are performed in this office that are actually required by law, including preparation and signing of tax warrants and abstracts each year. We prepare and distribute the Book of Proceedings for each year, which contains all the minutes of the Board throughout the year, as well as other documents. We calculate the mortgage tax apportionment to the towns and villages, as well as sales tax apportionment. We also publish newly enacted Local Laws and maintain a volume of such adopted Local Laws.

The Clerk of the Legislature office also does many other functions. First and foremost, we uphold the administration of our Policies and Procedures. We maintain an up to date database and filing system of all County approved agreements. We continuously follow up with all County Departments on all the required paperwork for the completion of these documents, such as final execution and certificates of insurance. We periodically forward reports of expired agreements for departments to follow up on. Our office is instrumental in the organization of the meetings of the Supervisors/Legislature Association. We work closely with each of the municipalities in gathering speaker information and meeting content. We then put meeting announcements together and send them out to a variety of elected and appointed representatives,

along with retired officials that still attend these meetings. We maintain a Boards Book of all those appointed to various boards and committees.

All of us in this office interact with every department in the county. This is a great plus, since we have so many good people that are a pleasure to work with. We also receive many phone calls from taxpayers for various reasons. Just when we thought we had heard it all, one of us will receive a phone call and say...“well, that’s a new one”. We never know in this office what each day will bring. This makes for a very interesting job for each of us.

OUR MISSION:

The mission of the Legislature’s office staff is to provide the necessary support services to enable the Legislature to accomplish its goals by:

- ❑ Collectively work closely with the Chief Administrative Officer, County Attorney, and Department Heads in coordinating flow through the committee system
- ❑ Providing a prompt, courteous, and knowledgeable response to any request for information or assistance
- ❑ Clearly communicating the Legislature’s policy and procedures
- ❑ Encouraging departmental compliance with legislative policy, procedures, and rules
- ❑ Accurately recording, distributing and archiving official legislative documents
- ❑ Professionally fulfilling our assigned responsibilities

KEY 2012 ACCOMPLISHMENTS:

- Productive Staff: Always finding new ways of providing better office efficiency and cost effectiveness with new processes.
- Effective Staff: Staff fits great and works well together as a team to get the job done well. Our Staff helps and supports each other with concepts, resolving issues, input on goals and on many other tasks that come about for us to accomplish.
- Cross training: Assure that staff is knowledgeable about every aspect of the mission of our office along with basic office functions, and basic functions of all county departments.
- Reducing printing costs by :
 - Reducing the number of Book of Proceedings to be printed because of having this document accessible on the Internet and Intranet; along with e-mailing the document to those that would otherwise have received a paper copy.
 - Reducing the number of pages of our Purchase Orders due to changing the process and making available pages that don’t get used regularly on our Intranet.
 - Reducing the number of County Roster’s to be printed as a result of distribution of this document via e-mail and posting it on our intranet and internet.

- New FOIL regulations opened the availability of agenda and proposed resolutions to be uploaded to the Orleans County website.
- Continued implementation of the new time keeping recording requirements for elected and appointed officials.
- Continued use of e-mail system to provide quicker communications to the Legislators, State Officials, Department Heads, Outside Agencies, etc.
- Many useful tools added to the intranet to aid in following purchasing and procurement policies.
- The Deputy Clerk organized two group round tables for training on new printed purchase orders and purchasing and procurement policies.

GOALS FOR 2012

- Continue to utilize the Orleans County website to allow greater access to information; such as Book of Proceedings, Rosters, Local Laws, Minutes, Conference Sessions, Special Recognition Awards, etc.
- Continue to find ways to streamline operations and maintain good working relationships in the administration of policies and procedures.
- Continue to supply recourses through our Intranet to help departments

BUDGET SUMMARY

Appropriation by Object	Actual 2009	Actual 2010	Actual 2011	Adopted 2012
Salary/Fringe	\$107,408.57	\$114,496.38	\$126,806.00	\$124,695.00
Equipment	\$714.13	\$1,924.29	\$792.00	\$628.00
Contractual	\$11,045.76	\$12,377.45	\$12,698.44	\$12,874.00
Total				
Appropriations	\$119,168.46	\$128,798.12	\$140,296.44	\$138,197.00
Revenue	\$17,050.00	\$17,050.00	\$17,050.00	\$17,050.00
Net County Support	\$102,118.46	\$111,748.12	\$123,246.44	\$121,147.00