



**CHAUTAUQUA COUNTY
OFFICE OF THE COUNTY EXECUTIVE**

Gerace Office Building – 3 N. Erie St. – Mayville, NY 14757-1007
(716) 753-4211 – FAX (716) 753-4756 - wendelp@co.chautauqua.ny.us
www.co.chautauqua.ny.us

PAUL M. WENDEL, JR.
County Executive

April 2, 2026

**Chautauqua County
Legislature**

APR 2 2026

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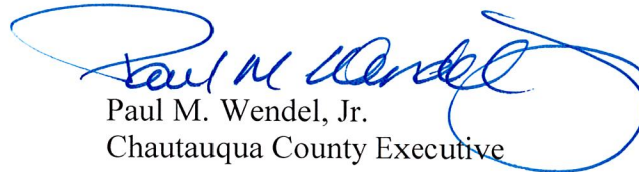
Ms. Olivia L. Lee
Clerk of the Chautauqua County Legislature
3 North Erie Street, GOB
Mayville, New York 14757

Re: Amendment to Chautauqua County Administrative Code

Dear Ms. Lee:

As discussed last month with the County Legislature, attached to this email is an amended version of the Chautauqua County Administrative Code that I am promulgating pursuant to Section 3.02(b) of the Chautauqua County Charter, which will take effect thirty (30) days after receipt of this letter by the County Legislature, unless rejected by a 2/3rds majority of the County Legislature. Thank you for your attention to this matter.

Sincerely,


Paul M. Wendel, Jr.
Chautauqua County Executive

CHAUTAUQUA COUNTY ADMINISTRATIVE CODE

Amended – 3/27/2026

Article 1

SHORT TITLE, EFFECT AND DEFINITIONS

Section 1.00 Title

This Code and all amendments hereto shall be known and may be cited as the “Chautauqua County Administrative Code.”

Section 1.01 Purposes

The purpose of this Code is to clarify the administration, organization and implementation of all functions of County government consistent with the provisions of the Chautauqua County Charter. The County Executive hereby established this administrative code to set forth the details of administration of the County government in harmony with the provisions of the Charter and which may contain revisions, simplifications, consolidations, codifications, and restatements of special laws, local laws, resolutions, rules and regulations consistent with the Charter or amendments thereto, except as to those functions under the control and supervision of the Sheriff, District Attorney, County Clerk, and Board of Elections. The County Executive may continue to maintain a manual of organization, policies and procedures to further document the organizational structure of the executive branch of County government. Such organizational structure as provided in the County Charter is grouped into the following five general areas: (1) Administrative Services; (2) Public Facilities; (3) Human Services; (4) Planning and Development; and (5) Public Safety.

Section 1.02 Continued Status and Powers

The County of Chautauqua shall continue to be a municipal corporation and shall have all the powers and perform all the duties now or hereafter conferred or imposed upon it by the Charter or applicable law, together with all rights, privileges, functions and powers necessarily implied or incidental thereto.

Section 1.03 Effect of Charter on State Laws

Within the limits prescribed in Article 4 of the Municipal Home Rule Law, wherever and whenever any State Law, general, special or local in effect, is inconsistent with the Charter or the Administrative Code, such law shall be deemed to the extent of such inconsistency to be superseded by the Charter or Administrative Code insofar as the County of Chautauqua and its government are affected.

Section 1.04 Existing Legislation Continued

Except to the extent to which they may be inconsistent with the provisions of the Code, all existing laws, resolutions, rules and regulations heretofore adopted, shall continue in force and effect until amended, superseded or repealed. All commissions, agencies, committees and boards of the County of Chautauqua shall cease three years from this law's filing in the Office of the Secretary of State, and every three years thereafter, unless the County Legislature, and County Executive, by affirmative action, extend and continue said commissions, agencies, committees, and boards.

Section 1.05 Charter and Administrative Code Review Commission

Not later than July 1, 2004, and every ten (10) years thereafter, a Charter and Administrative Code Review Commission shall be established to review and make recommendations to the County Executive and Legislature on amendments, additions or revisions to the County Charter and Administrative Code. The Commission shall consist of not more than ten (10) citizens of Chautauqua County, with up to five (5) of said members appointed by the County Executive and up to five (5) appointed by the Legislature.

During the Commission’s review, the Legislature shall provide such funds as are necessary for the Commission to conduct its business properly.

The County Executive, any Legislator, the Legislature collectively or any other person shall have the right to make recommendations to the Commission for amendments, additions or revisions to the Charter and/or Code.

The report of such Commission shall be presented to the Executive and Legislature not later than twelve (12) months following the appointment. Pursuant to Sections 2.05(c) and 6.02 of the Charter, the Legislature may amend the Charter after receipt of the report of the Commission or at any other time in the Legislature’s discretion.

Section 1.06 Definitions

All words and phrases in this Code and in the Charter are used according to their accepted and ordinary meaning except where another meaning is specifically indicated or manifest. Words used in the singular number and words used in the plural number, shall extend to and include the singular number. Words used in the masculine or feminine gender shall extend to and include the feminine or masculine.

**Article 2
COUNTY EXECUTIVE**

Section 2.00 County Executive

Section 2.01 Election and Qualifications

Section 2.02 Powers and Duties of County Executive

Section 2.03 Executive Approval

Section 2.04 Executive Staff

Section 2.05 Deputy County Executive and Chief Information Officer

Section 2.06 Deputy County Executive

Section 2.07 Deputy County Executive for Economic Development

Section 2.00 County Executive

The Executive power of the County shall be vested in a County Executive, who shall be responsible for the proper administration of all County affairs placed in the County Executive’s charge by law or under any of the provisions of the County Charter and this Code.

Section 2.01 Election and Qualifications

The County Executive shall be elected from the County at large and, at the time of the County Executive’s nomination and election and throughout the County Executive’s term of office, be and remain a qualified elector of Chautauqua County. The County Executive’s term of office shall begin with the first day of January following

the County Executive's election and shall be for four (4) years. The County Executive shall hold no other elected public office and shall devote full time to the duties of the office.

Section 2.02 Powers and Duties of County Executive

The County Executive shall be responsible for the administration of all County affairs. In addition to any other powers and duties provided by the Charter the Executive shall:

(a) Be the chief executive officer and administrative head of the County government. The executive branch shall be responsible for the administration, organization, and implementation of all functions of County government, except:

- (1) discretionary, organizational, supervisory and policy decisions of the Sheriff, District Attorney, County Clerk and Board of Elections relating to the exercise of their substantive statutory authority;
- (2) the internal functions of the County Legislature; and
- (3) the administration of the public defender, which shall be the responsibility of the County Legislature.

(b) Establish the administration, organization, and implementation of all functions of the executive branch of County government grouped into the following five general areas: (1) Administrative Services; (2) Public Facilities; (3) Human Services; (4) Planning and Development; and (5) Public Safety. The staffing, internal organization and reorganization of these areas, including the appointment of heads of such areas and powers and duties, are prescribed within;

(c) Secure proper accounting for all funds, provide for the audit of claims in a manner consistent with generally accepted accounting principles (including claims relating to the function of elected officials and the internal functions of the County Legislature), oversee the physical property of the County, exercise general supervision over all County institutions and agencies, and coordinate the various activities of the County and unify the management of its affairs;

(d) Execute and enforce all local laws and resolutions of the County Legislature and see that all laws required to be enforced through the County Legislature or other County officers, subject to its control, are faithfully executed;

(e) Be responsible for the preparation and submission to the County Legislature of the annual budget, and capital program and to execute the same in accordance with the resolutions and appropriations made by the County Legislature. For this purpose, the County Executive shall have the power to obtain estimates of revenue and expenditures from all department heads;

(f) Be responsible for keeping the County Legislature fully advised as to the financial condition of the County and file with the County Legislature an annual overview of the financial affairs of the County;

(g) Except as otherwise provided in the Charter, make, sign, execute, and implement all contracts on behalf of the County, within the amounts appropriated by the County Legislature, except that a contract for: (1) the sale, purchase or transfer of real property or (2) the provision of facilities or the rendering of services by or for any other government

must be approved by the County Legislature. In lieu of individual approval of each contract described in (1) and (2) above, the County Legislature may adopt policies authorizing the County Executive to execute and implement classes of such contracts. The County Executive shall have the power to delegate the making, signing, executing and implementing of contracts to other County officers;

(h) Be responsible for procuring legal services for all County entities, officers, and employees, other than the County Legislature and its employees, including prosecution and defense of all civil matters or proceedings involving the County;

(i) Appoint in the County Executive's discretion an administrative Cabinet to assist the County Executive in the day-to-day management of County government; such cabinet may include representatives from each of the designated general areas and such others as deemed appropriate by the County Executive;

(j) Call such Cabinet to order and convene at the pleasure of the County Executive to keep the Executive abreast of the general functioning of the operations of their respective departments;

(k) Be responsible for the negotiation of all employee contracts;

(l) Perform such other duties and have such other powers as may be prescribed for the County Executive by law, administrative code, or resolution.

(m) In addition to the powers set forth in this Code, have and be responsible for the exercise of all executive and administrative powers in relation to any and all functions of County government not otherwise specified in this Code.

(n) In the event of an occurrence of an emergency affecting the life, health or safety of inhabitants of Chautauqua County, the County Executive, except as otherwise provided by law, shall have the power to declare the same an emergency and to perform all acts which are necessary for the protection of such inhabitants and to sign all necessary papers to carry this authorization into effect.

(o) Have the power to temporarily transfer employees between programs and designate and authorize any officer or employee paid from County funds, except member, officers, and employees of the County Legislature, to attend an official or unofficial convention, conference or school for the betterment of County government. All necessary and actual expenses including but not limited to a registration fee, not exceeding the amount as fixed by the general municipal law and mileage as fixed by the Legislature shall be paid from County funds.

Section 2.03 Executive Approval

Within ten (10) days after receipt of a legislative resolution as passed by the County Legislature, the County Executive shall approve or veto the same. A local law as passed by the County Legislature shall be submitted to the County Executive for action in accordance with Sections 20 and 21 of the Municipal Home Rule Law.

(1) **APPROVAL.** If the legislative resolution is approved by the County Executive, the County Executive shall endorse the original document and return it to the Clerk of the County Legislature within ten (10) days from the date on which the County Executive received the resolution.

(2) **VETO.** If the local law or legislative resolution is vetoed by the County Executive, the County Executive shall so indicate in writing setting forth the objections thereto and within ten (10) days after receipt of such resolution, return the original document to the Clerk of the County Legislature, with the County Executive's veto message attached. In the case of adoption of the annual budget, the County Executive shall have power to veto specific items, which the County Legislature may have changed from the original budget proposal submitted by the County Executive, without vetoing the entire budget. The County Executive shall also have the power to veto a portion or all of the dollar amount of each specific item (whether or not changed by the County Legislature) in the budgets of other elected county-wide officials, without vetoing the entire budget.

(3) **FAILURE TO ACT.** In the event that the County Executive fails to approve or veto a legislative resolution within ten (10) days following the date of its receipt from the Clerk of the County Legislature, such resolution shall be deemed enacted.

Section 2.04 Executive Staff

The County Executive shall have the power to appoint, and at pleasure remove, two (2) Executive Assistants and a Secretary to the County Executive, who shall assist the County Executive in the execution of duties and in the administration of the affairs of the County for which the County Executive is responsible. The County Executive shall also have the power to appoint or employ such other employees in the Office of the County Executive as may be necessary to implement the duties of the office.

Section 2.05 Deputy County Executive and Chief Information Officer

There may be a Deputy County Executive and Chief Information Officer who serves as the head of the Department of Information Technology Services, a department which oversees all technology and network-related data, voice and video communications systems, and assists the County Executive in coordinating County operations. The position is appointed by the County Executive and the Deputy County Executive and Chief Information Officer serves at the pleasure of the County Executive. The Deputy County Executive and Chief Information Officer directly consults with and advises the County Executive on problems and decisions relative to County operations, assists in the formulation of County-wide policies and procedures, acts as the chief deputy administrator on behalf of the County Executive, and performs such other duties as delegated by the County Executive.

Section 2.06 Deputy County Executive

The position of Deputy County Executive is an additional title which may be designated by the County Executive for a department head in Range 14 or above of the Management Salary Plan. In addition to department head duties, the Deputy County Executive directly consults with and advises the County Executive on problems and decisions relative to County operations, assists in the formulation of County-wide policies and procedures, acts as the chief deputy

administrator on behalf of the County Executive, and performs such other duties as delegated by the County Executive.

Section 2.07 Deputy County Executive for Economic Development

There may be a Deputy County Executive for Economic Development who oversees the Department of Planning and Development, coordinates economic development efforts with economic entities across the County, consults with and advises the County Executive on policies and decisions relative to all facets of the County's economy, including, but not limited to, agriculture, tourism, and industry, and performs such other duties as set forth in Article 6 of this Code and as delegated by the County Executive. The Deputy County Executive for Economic Development shall be appointed by the County Executive and shall serve at the County Executive's pleasure, and may also serve as the chief administrative officer of the County of Chautauqua Industrial Development Agency and shall have all the powers and duties prescribed for such an officer by Article 18A of the General Municipal Law.

Article 3

ADMINISTRATIVE SERVICES

There may be at least one member of the County Executive's Cabinet from the Administrative Services branch of County government.

Section 3.00 County Attorney and Department of Law

Section 3.01 Powers and Duties of County Attorney

Section 3.02 Assistant County Attorneys

Section 3.03 Other County Attorneys

Section 3.00 County Attorney and Department of Law

There shall be a County Attorney appointed by the County Executive. There may be a Department of Law, under direction of the County Attorney. The County Attorney shall be duly admitted to the practice of law in New York State and be a resident of Chautauqua County at the time of appointment. The County Attorney shall serve at the pleasure of the County Executive and shall have the power to appoint such assistants and other employees of the department as may be necessary to implement the duties of the office as outlined in this Section and as shall be authorized by the County Executive.

Section 3.01 Powers and Duties of County Attorney

All legal resources of county government shall be centered in the Department of Law, which shall constitute a pool of legal talent, responsible for providing to the County legal services and advice of any nature.

The County Attorney may, at their discretion, employ special counsel, professional, technical, or other consultant services and incur such expenses in connection therewith as deemed necessary for the performance of the duties of the Department of Law. Except as otherwise provided in the Charter or Code, the County Attorney shall be the sole legal advisor for and represent the County and every agency and office thereof in County matters of a civil nature; advise and represent all County officers and employees in relation to their official duties and, where in the interest of the County, prepare all necessary papers and written instruments in connection therewith; prosecute or defend all actions or

proceedings of a civil nature brought by or against the County; when authorized by the County Executive or the Legislature, the County Attorney shall prosecute or defend all proceedings of a civil nature brought against the Legislature or any County Officer or employee whose compensation is paid from County funds for any official act except as otherwise provided by the Charter, Code or any applicable act of the Legislature not inconsistent with the Charter or Code; on request prepare resolutions, ordinances, legalizing acts and local laws to be presented for action by the Legislature together with notice and other items in connection therewith; and perform such other and related duties as may be prescribed or allowed by law and not inconsistent with the Charter or Code.

When it is so mandated, or deemed necessary or cost-effective for the County to provide indigent legal services directly to qualifying private individuals, the County Attorney shall be authorized to represent such third parties in civil matters as prescribed by law and not inconsistent with a Charter or Code by the County Executive, or by ordinance or resolution of the Legislature. The County Attorney shall supervise the Law Library.

Whenever the interest of the Legislature, the County Executive, or the County are inconsistent with the interest of any County officer or employee paid compensation from the County funds, the County Attorney shall represent the interests of the County Executive and the County. In such case, the officer or employee, including an officer or employee of the County Legislature, may at such employee's own expense employ an attorney-at-law.

The County Attorney shall have all the powers and duties and shall be subject to all obligations and liabilities heretofore or hereafter lawfully granted or imposed by the Charter, Code, local law, ordinance or resolution of the Legislature, order or direction of the County Executive or any applicable provision of any act of the Legislature not inconsistent with the Charter or Code.

The County Attorney may undertake any otherwise lawful measures to reduce overall expenses and improve overall efficiency among the County's various law offices, provided that, in the sole discretion of the County Attorney, such measures do not create an unacceptable risk of legal conflicts of interest.

Section 3.02 Assistant County Attorneys

The County Attorney may appoint such Assistant County Attorneys and assign them such duties pertaining to the office as the County Attorney may decide. The County Attorney may direct the location of their home office and that they work directly with other County officers.

Every appointment of an Assistant County Attorney shall be in writing and shall be filed with the County Executive and the Clerk of the Legislature. Any such appointment may be revoked by the County Attorney at any time by filing a written revocation with the County Executive and the Clerk of Legislature. If more than one Assistant County Attorney is appointed, the County Attorney shall designate in writing and file with the County Executive and the Clerk of the Legislature the order in which they may exercise the powers and duties of the County Attorney in the event of a vacancy, or the absence or inability of such County Attorney to perform the duties of the office.

Section 3.03 Other County Attorneys

Where the nature of the work is so specialized, or the work load so great that it is necessary to assign attorneys to work full time with a given department, such as the Social Services Department, the County Attorney shall have the power of designating such individuals, reviewing their performance and recommending dismissal, if there is justifiable cause.

Section 3.04 Department of Finance: Organization

Section 3.05 Powers and Duties of Director of Finance

Section 3.06 Treasury

Section 3.07 Taxation

Section 3.08 Insurance Service

Section 3.09 Budget

Section 3.10 Purchasing

Section 3.11 Fiscal Management

Section 3.04 Department of Finance: Organization

There shall be a Department of Finance. Its Director is the County's Chief Fiscal Officer and shall be appointed by the County Executive, subject to confirmation by the Chautauqua County Legislature. Such Director will serve at the pleasure of the County Executive and shall have the power to appoint such deputies, assistants and employees of the department as may be necessary to implement the duties of the office as outlined in this Section and as shall be authorized by the County Executive.

Section 3.05 Powers and Duties of Director of Finance

The Director of Finance shall:

(a) Have all the powers and duties and shall be subject to all the obligations and liabilities heretofore or hereafter lawfully granted or imposed by the County Charter, this Code, local law, ordinance or resolution of the Legislature, order or direction of the County Executive, or any applicable provision of any act of the Legislature not inconsistent with the County Charter or this Code. Such powers, duties, obligations and liabilities shall include, but shall not be limited to, any power, duty, obligation or liability now or hereafter required by any law to be performed by or imposed upon a County Treasurer, the Chief Fiscal Officer of a county, or other county officers in relation to the collection of taxes.

(b) Have charge of the collection, receipt, custody, deposit, investment and disbursement of all fees, taxes, revenues and other funds of the County or for which the County is responsible. The Director shall have charge of the performance of all other duties required by any law to be performed by a county treasurer, or other county officer in relation to the collection of taxes, except as they may be inconsistent with the Charter or Code.

(c) Have custody of all insurance policies, security bonds, and such other County instruments as the County Executive may direct.

(d) Shall have oversight of County-wide fiscal operations;

(e) Shall audit claims, except for those previously audited in the Department of Social Services for state-mandated and assisted programs, and payrolls for services rendered the County, or for salaries of any County employees or County officer. Such audit will consist of verifying services or items purchased have been properly authorized and that it has been received or performed as indicated by written certification from the head of the appropriate unit or deputy to the effect that each person named therein was regularly appointed to the position held, that the services specified were actually performed and that the compensation stated in such claim or payroll is

correct and true - or by a receiving document. No payroll shall be approved for payment until the Human Resources Director or designee has certified that the persons named therein are employed in their respective positions in accordance with law and rules made pursuant to law.

(f) Shall prepare and authorize payments of the payroll and all other lawful claims or charges against the County or against funds for which the County is responsible. No payment shall be prepared by the Director for the settlement of any claim against or obligation of the County, unless it states particularly against which of such funds it is drawn and the appropriation account chargeable therewith. No fund or appropriation account shall be overdrawn nor shall any check be drawn against one fund or appropriation to pay a claim chargeable to another.

(g) Shall prescribe such accounting methods, systems, forms and reports, and copies and distribution of same for all units in the County, as seems necessary for proper control and administration.

Depository and Investment Undertakings - The Director of Finance shall deposit and invest funds in accordance with resolutions duly adopted by the Legislature and in accordance with applicable provision of New York State Law and regulations adopted by the New York State Comptroller. Whenever, in the judgment of the Director of Finance, additional facilities for the safeguarding of securities are required, a safety deposit box shall be rented and the cost thereof shall be paid as a County charge.

The Director of Finance shall not be liable for the loss of public funds of the County by reason of the default or insolvency of a designated Depository, provided such funds have been deposited in accordance with the provisions of this section.

Section 3.06 Treasury

There may be a Deputy Director who may also be known as the First Deputy Director of Finance, who shall have charge of the collection, receipt, custody, deposit, investment and disbursement of all fees, taxes, revenues and other funds of the County or for which the County is responsible.

The Deputy Director shall have charge of the performance of all other duties required by any law to be performed by a county treasurer or other officer in relation to the collection of taxes. The Deputy Director shall oversee revolving petty cash funds which the County Executive may establish for any administrative unit or subdivision thereof or officer in such amount as is deemed necessary, upon approval of the County Legislature. Any such petty cash fund shall otherwise continue in existence from year to year until abolished. Expenditures from a petty cash fund may be made only for payment in advance of audit of properly itemized and verified or certified bills for materials, supplies or services other than employment, furnished to the County for the conduct of its affairs and upon terms calling for payment to the vendor upon the delivery of any such materials or supplies or the rendering of any such services.

Moneys in any such fund also may be used for the purpose of making change when such is required in the performance of official duties. Moneys in any such fund established for the office of the Sheriff, District Attorney, or any County peace officer may also be used, in an emergency, to advance travel funds to personnel of the Sheriff's or District Attorney's office or any County peace officer when required to travel on official business. Upon audit of bills by the Department of Finance, such petty cash fund shall be reimbursed from the appropriate budgetary item or items in an amount equal to the amount audited and allowed. Any of such bills or any portion thereof as shall be disallowed upon audit shall be the personal liability of the official responsible for the use of the petty cash fund from which payment in account thereof was made. Such official shall forthwith reimburse such petty cash fund in the amount of such

disallowances. If such reimbursement has not been made by the time of the first payment of salary to such official after the disallowance of any such bills or any portion thereof, the amount of such disallowance shall be such salary payment, and, if necessary, subsequent salary payments, and paid into such petty cash fund until an amount equal to the amount of such disallowance has been repaid to such petty cash fund.

On or before the 15th of the month following, excepting the month of January which shall be by the 31st of that month, submit to the Legislature and the County Executive, a statement of the financial condition of the County as of the last day of the previous month. The statement shall include such information as the County Executive may request or the legislature, by resolution, may direct.

Section 3.07 Taxation

There shall be a Deputy Director, who may also be known as the Director of Real Property Tax Services. The Director of Real Property Tax Services shall serve as the County's Tax Enforcement Officer and such Director's duties shall include ascertaining, spreading, entering and extending taxes levied by the Legislature for all State, County, Town and special district purposes, and including the preparation of tax rolls and the issuance of tax bills for such taxes.

Section 3.08 Insurance Services

There may be a Deputy Director who may also be known as the Insurance Administrator. The Deputy Director's duties may include administration of the Liability and Casualty Reserve Fund; the County Self-Insured Worker's Compensation Insurance Plan; and the responsibility for obtaining such additional insurance policies for property, liability, automobile and others as necessary. The Deputy Director shall also be responsible for the development and administration of a risk management program and perform such other and related duties as may be prescribed by the Director of Finance.

Section 3.09 Budget

There may be a Budget Director. Such Director shall oversee County budgetary activities, prepare Indirect Cost Allocation Plans, be responsible to design, prepare and distribute budget requests and instructions and make appropriate recommendations and shall assist the County Executive in preparation of the County's Tentative Budget and Budget Message.

Section 3.10 Purchasing

There may be a Purchasing Manager who shall have the following powers and duties:

- a) Establish and maintain a central purchasing system.
- b) Establish and enforce standard specifications with respect to supplies, materials, equipment and services.
- c) Inspect, supervise or otherwise provide for the inspection of all deliveries of supplies, materials and equipment and establish their conformance to contract in respect to quality, quantity or other terms.

- d) Sell or lease any surplus, obsolete or unused supplies, materials and equipment under such rules and regulations as may be established by the Legislature.
- e) Upon the request of any city, town, village, school district or other unit of local government, act as purchasing agent for the same either for all or part of its purchases, upon such conditions as established by the Legislature.
- f) Process contracts to be signed by the County Executive as they relate to the buying, selling or leasing of supplies, materials, equipment and services.
- g) Provide for the proper disposal of any unused or excess equipment through appropriate means.
- h) Perform all other duties of a County purchasing agent under the laws of the State of New York, not inconsistent with the provisions of this Code.
- i) In consultation with the County Law Department, prepare procedural guidelines to amplify the provisions of this section and the provisions of the County's Purchasing Policy adopted by the County Legislature, and enforce compliance with such guidelines.

Section 3.11 Fiscal Management

There may be a Director of Administration. The Director shall oversee fiscal processes of all County units as follows:

- (a) Process accounts payable and accounts receivable.
- (b) Prepare and record bills and claims.
- (c) Assist the heads of County units in the preparation of their annual budgets and monitoring such budgets.
- (d) Make recommendations to the heads of County units on all budget matters.
- (e) Prepare financial analysis and forecast of expenditures and revenues.
- (f) Prepare financial and budget reports.
- (g) Assist in the preparation of resolutions amending the budget.

Section 3.12 Department of Information Technology Services

Section 3.13 Division of Office Services

Section 3.14 Division of Communications

Section 3.12 Department of Information Technology Services

There may be a Department of Information Technology Services and its director, who may hold the title of Chief Information Officer (CIO), shall be appointed by and serve at the pleasure of the County Executive. The Director of Information Technology Services shall have the power to appoint and remove such deputies, assistants and employees as may be necessary to implement the duties of their office and shall be authorized by the County Executive. The Department of Information Technology Services shall be responsible for all centralized technology functions, including coordinating and overseeing all projects and duties related to all county technology systems regardless if owned or leased, information systems, network and communications infrastructure, and related functions. Such further duties include:

- (a) Establish and maintain the County's technology related policies and a technology strategic plan.
- (b) Responsible for recommending standards and coordinates, oversees and approves all technology-related

purchases regarding computer hardware, software, peripherals, connectivity, systems security, and disaster planning, ensuring that all systems are compatible with overall county needs.

- (c) Responsible for recommending standards and coordinates and oversees all technology-related purchases and operation of computer hardware, software, peripherals and technology-related services.
- (d) Responsible for maintaining, updating, operation and security of the County's enterprise computing facilities.
- (e) Coordinate efforts of County Departments in the automation of functions and training of personnel in respect to Information Technology Systems.

Section 3.13 Division of Office Services

The Division of Office Services may be directed by a Deputy Director of Office Services and shall provide a variety of services available to all County departments, including but not limited to central stores, mailing, reproduction, and courier services. The Deputy Director of Office Services may:

(a) Maintain and operate facilities for central mailing, collection and dispersal of mail and courier service, except for electronic mail.

(b) Disperse and transfer supplies, materials and equipment in such Deputy's custody among the administrative units upon receipt of properly executed forms.

(c) Maintain storage facilities and appropriate records for all materials, supplies and equipment related to office use. In this connection, the Deputy Director will work closely with the Division of Purchasing to determine office equipment needs, maintaining a record of the location of all office equipment and indicating when replacements are needed or standardization seems desirable.

(d) Coordinate service calls and repair work related to office equipment. Requests for such service will be channeled to the Deputy Director who will arrange for repair or replacement.

(e) Maintain rules for Office Equipment - The Division of Office Services will maintain a record for internal processing of all items with a value in excess of \$5000 for the County's financial statements. Records will comply with applicable minimum Governmental Accounting Standards Board (GASB) requirements and will work in conjunction with the County's approved Capital Assets Inventory System. Portable equipment will continue to be identified as County Property.

Section 3.14 Division of Communications

The Division of Communications is responsible for central voice/telephone services. This includes:

(a) Responsibility for the operation and maintenance of all County government telecommunications resources including but not limited to, telephone and fax services;

(b) Responsibility for the moves, adds and changes at facilities and the oversight for maintenance agreements with outside vendors for telecommunications-related services;

(c) Responsibility for agreements for local and long-distance services and the proper billing of such services to the user base;

(d) Responsibility for the planning, procurement, implementation, and maintenance of County communications equipment, systems and software.

Section 3.15 Department of Human Resources-Organization

Section 3.16 Powers and Duties of Director

Section 3.17 Information and Aid

Section 3.18 Personnel Roster

Section 3.19 Certification of Payrolls

Section 3.20 Salary Plan

Section 3.21 Labor Negotiations

Section 3.22 Employee Insurance and Benefits

Section 3.15 Department of Human Resources - Organization

There may be a Department of Human Resources. Its Director shall be appointed by the County Executive subject to confirmation by the County Legislature. The Director shall serve in accordance with State Law and shall have the power to appoint such deputies, assistants and employees of the department as may be necessary to implement the duties of the office and as shall be authorized by the County Executive.

Section 3.16 Powers and Duties of Director

Except as otherwise provided in this Code, the Director shall be responsible for the administration of employee benefits, assisting in the negotiation of employee contracts, employee training, employee wellness, compliance, long range staff planning, and all other personnel functions assigned by State law to County and municipal civil service commission or personnel officer.

The Director of Human Resources shall also be responsible for administering the County's affirmative action policy in accordance with the Civil Rights Act of 1964 as amended by the Equal Employment Opportunity Act of 1972 and as may be further amended.

Section 3.17 Information and Aid

It shall be the duty of the head of each administrative unit of the county to furnish the Director of Human Resources with such information and aid as such Director may deem necessary in the performance of the duties of this office.

Section 3.18 Employee Roster

The Director of Human Resources shall establish and maintain a roster of all county officers and employees. Such roster shall show for each county officer and employee the date of appointment, the title of the position, the rate of pay and rate changes, promotions, demotions, transfers, and any other information the Director of Human Resources considers necessary for a proper employee record.

Section 3.19 Certification of Payrolls

No payroll, estimate, or account providing for the payment of wages or salaries, except for the Board of Elections payroll, shall be authorized for payment by the Director of Finance unless it bears the certificate of the Director of Human Resources that the persons named therein have been, during the period specified, employed in their respective positions in accordance with law and rules made pursuant to law.

Section 3.20 Salary Plan

The Director of Human Resources will maintain and administer a job evaluation and salary plan for county employees and periodically resurvey prevailing positions and salaries and recommend amendments to address inequities, recruiting difficulties, and employee turnover problems.

Section 3.21 Labor Negotiations

The Director of Human Resources shall monitor performance of agreements with recognized employee representatives concerning conditions of employment, wages, employees' sick leave, vacation, health insurance, retirement plans, and such other matters as may come before the Director; counsel with department heads and the County Executive as to employee/employer responsibilities and methods for meeting individual problems; advise the County Executive regarding needed changes in agreements and the impact of other proposed changes; and conduct negotiations with employee representatives as designated by the County Executive.

Section 3.22 Employee Insurance and Benefits

The Director of Human Resources shall establish, maintain and administer a countywide employee insurance and benefits program. Such program may include medical insurance, dental insurance, vision insurance, life insurance, wellness initiatives, and others as appropriate.

Section 3.23 County Historian

There may be appointed, by the County Executive, a County Historian to serve at the pleasure of the County Executive. The County Historian shall collect and preserve material relating to the history of the County; notify the County of any material of local historic value which should be acquired for preservation; coordinate the activities of local historians in towns and villages within the County in performing the historical work recommended by the State Historian and cooperate to the extent permissible with the Historical societies and museums in the County in their efforts to obtain Charters and in their other endeavors; assist to the extent permissible with individuals and groups in the effort to have buildings or areas placed on the National Register of Historic places and such other duties as may be now or hereafter be required by applicable law.

Upon retirement or removal from office, the County Historian shall turn over to the County Executive, the County Executive's designee or the County Historian's successor, all materials gathered during the Historian's incumbency and all correspondence thereto relating.

There may be a Historical Advisory Board, appointed by the County Executive subject to confirmation by the County Legislature, to perform the duties as may be prescribed by the County Legislature, County Executive, or law.

Article 4
PUBLIC FACILITIES

There may be at least one member of the County Executive's Cabinet from the Public Facilities branch of County government.

Section 4.00 Department of Public Facilities: Organization

Section 4.01 Powers and Duties of Director

Section 4.02 Chautauqua County Parks Commission

Section 4.00 Department of Public Facilities: Organization

There may be a Department of Public Facilities. Its Director shall be appointed by the County Executive. Such Director shall serve at the pleasure of the County Executive. Within budget appropriations, the Director may appoint such deputies, directors, assistants, officers, and employees, as may be necessary for the performance of the duties of the office and as shall be authorized by the County Executive.

Section 4.01 Powers and Duties of Director

The Director of Public Facilities may delegate by designation to one or more persons within the department the specific powers and the duties of a county engineer or county superintendent of highways. Such designations, setting forth the specific powers and duties granted, shall be filed with the County Executive and Clerk of the Legislature. If the powers or duties so designated or revoked are those which the Director of Public Facilities has as County superintendent of highways, a duplicate of such written designation or revocation shall be filed with the New York State Commissioner of Transportation. The acts performed by such persons pursuant to such designations shall have the same effect in law as if performed by the Director of Public Facilities. Any professional engineering work required to be practiced by said Director in the exercise of the powers and duties of the office shall be delegated to one or more licensed professional engineers unless said Director shall be a licensed professional engineer.

The Director of Public Facilities or designee:

(a) May when authorized by the County Executive, employ such special engineering, architectural or other technical counsel and incur such expenses as may be necessary for the performance of any of the duties prescribed by this Code or by Charter.

(b) May contract, subject to the approval of the County Executive and the County Legislature, with any public corporation, public authority or any combination of the same for Public Facilities services.

(c) May assist the County Executive or Purchasing Manager in the advertising and calling for bids on the construction of any capital project of the County, when such advertising and calling for bids is required, and further assist in the preparation of specifications, and submit recommendations with respect to the awarding of such bids to the County Executive.

(d) Shall assist all administrative units in the preparation of and development of information for their respective capital project requests, when such assistance is requested.

(e) Shall file with the County Executive copies of statements and reports required to be filed with the County Legislature and the State Department of Transportation by the New York State Highway Law.

(f) May with the approval of the County Executive and County Legislature, provide mutual aid for highway

projects and maintenance, or permit the rental, with or without operator, of highway machinery tools, equipment and implements by the County or by or from another governmental unit or public corporation, upon such terms as may be agreed upon. All sums obtained by the County pursuant to any terms agreed upon shall be deposited in the County Road Machinery Fund.

(g) Perform such professional engineering, surveying and related engineering services as may be required by the Department of Public Facilities or other County administrative units; supervise the design and construction of all capital projects when any of such capital projects are designed and constructed by (i) the Department of Public Facilities or other administrative unit, (ii) any other governmental unit or private contractor under contract to the County, or (iii) any combination of (i) and (ii).

(h) Shall have all of the powers and duties vested in and imposed upon a county superintendent of highways or a county engineer by the Highway Law. Except as the provisions of the Highway Law conflict with or are changed by the Charter or this Code, such provisions shall apply to and define the powers, duties obligations and liabilities of the Director of Public Facilities, or of the designated deputy when exercising any of the powers or performing any of the duties of a County superintendent of highways.

(i) Maintain and operate transportation related facilities for which the County is responsible, including the airports and public transportation services.

(j) Shall be responsible for coordinating all County interests in drainage, flood control, forestry, air pollution, sanitation, sewerage, and water supply, including the management of such related facilities as designated by the County Executive, and shall provide assistance to County districts created in accordance with County Law Article 5-A when requested by the administrative head of the district.

(k) Have charge of the maintenance of all parks, buildings, and grounds owned or leased by the County for County purposes, except custodial care of the County Jail and such other facilities where maintenance and custodial care are included in the lease, and have charge and control of all janitors, caretakers, engineers and any other employees connected with the care and maintenance of County parks, buildings, and grounds as provided in this section.

(l) Have charge of the County's solid waste management facilities and energy plant, which may be known as the Division of Solid Waste.

Section 4.02 Chautauqua County Parks Commission

There may be a Parks Commission composed of nine (9) members appointed by the County Legislature, each serving a term of two (2) years. The Chair of the County Legislature may designate a County Legislator to serve as an ex-officio member of the Commission. The members of the Commission shall receive no salary or compensation for their services as members of such Board. The Commission shall select a Chair and Secretary from its membership, and have the following powers and duties:

- (1) The Commission shall be apprised of the capital and operating funds appropriated by the County Legislature for the County park system, including trails and waterways, and may make recommendations to the County Legislature, County Executive and Director of Public Facilities.
- (2) The Commission may recommend to the County Legislature and County Executive the acquisition and development of land to enhance the parks, trails, and waterways under its jurisdiction.
- (3) The Commission may recommend fees for the use of County parks, which shall be subject to approval by

the County Legislature.

- (4) The Commission may make recommendations to the County Legislature and County Executive regarding the sale of timber from all County lands, and may consult with the County Soil and Water Conservation District, or appropriate contracting agency/firm, regarding the appropriateness of such sales.

Article 5 HUMAN SERVICES

There may be at one least member of the County Executive's Cabinet from the Human Services branch of County government.

Section 5.00 Department of Mental Hygiene and Social Services

Section 5.01 Powers and Duties of Director of Mental Hygiene and Social Services

Section 5.02 Division of Mental Hygiene

Section 5.03 Division of Adult, Children and Family Services

Section 5.04 Division of Temporary and Medical Assistance

Section 5.05 Division of Administrative Services

Section 5.06 Division of Legal Affairs

Section 5.07 Division of Youth Bureau

Section 5.00 Department of Mental Hygiene and Social Services; Organization

There shall be a Department of Mental Hygiene and Social Services, as required and authorized by New York State Law for the coordination of mental hygiene programs and all County mental hygiene facilities under the Department's care and for the administration of public assistance and care for which the County Public Welfare District is responsible. The Director of the Department of Mental Hygiene and Social Services (MHSS) shall be appointed by the County Executive in accordance with New York State Mental Hygiene and Social Services Laws and shall serve for a period of five (5) years in accordance with New York State Social Services Law. The Department shall be organized into these divisions, or such other divisions as required by New York State Law for the separation of social services from eligibility and assistance payment functions:

Division of Mental Hygiene

Division of Adult, Children and Family Services

Division of Temporary and Medical Assistance

Division of Administrative Services

Division of Legal Affairs

Division of Youth Bureau

In addition, certain staff functions such as Staff Development will operate directly under the Director of Mental Hygiene and Social Services.

Section 5.01 Powers and Duties of the Director of Mental Hygiene and Social Services

The Director of Mental Hygiene and Social Services shall have all the powers and duties and shall be subject to all the obligations and liabilities heretofore or hereafter lawfully granted or imposed by the County Charter, this Code, local law, ordinance or resolution of the Legislature, order or direction of the County Executive, or any applicable provision of any act of the State Legislature not inconsistent with the County Charter or this Code. Such powers and duties, obligations and liabilities shall include but shall not be limited to any power, duty, obligation or liability granted or imposed upon a County Commissioner of Social Services and County Director of Community Mental Hygiene Services by the Social Services Law, Mental Hygiene Law, or any other applicable law. The Director shall have the power to appoint such deputies, assistants and employees of the department as may be necessary to implement the duties of the office as outlined in this Section and as shall be authorized by the County Executive.

The Director of Mental Hygiene and Social Services shall possess at the time of appointment and maintain throughout the term all qualifications and licenses prescribed by the Mental Hygiene Law and the rules and regulations adopted pursuant thereto by the New York State Department of Mental Hygiene. The Director shall designate in writing filed with the County Executive and filed in such other places as may be required by the Mental Hygiene Law or any other applicable law, the order in which such deputies shall exercise the powers and duties of the Director of Community Mental Hygiene Services in the event of a vacancy or in the absence of the Director from the County or inability to perform the duties of the office. The Director shall have charge of the County mental health, alcohol and substance abuse clinics, and any other facility related to outpatient community mental hygiene programs hereafter established by the County.

In addition to such applicable state requirements, the Director of Mental Hygiene and Social Services shall endeavor to coordinate such other government and private agency programs with County programs so as to most effectively serve those in need and unable to provide for themselves, including the financially and health challenged.

The Director of Mental Hygiene and Social Services may designate a Deputy Commissioner of Social Services who shall assume the power and duties of a Commissioner of Social Services in the Director of Mental Hygiene and Social Services' absence and who shall be assigned such line and staff functions as designated by the Director of Mental Hygiene and Social Services.

Section 5.02 Division of Mental Hygiene

There shall be a Division of Mental Hygiene that will implement mental hygiene programs and administer all County mental hygiene facilities; collaborate with other public and private mental hygiene agencies throughout the County; assign programs to and supervise and maintain a mental hygiene education program; and engage in planning activities to meet anticipated mental hygiene needs.

There may be an advisory community services board, designated as the Chautauqua County Community Services Board, composed of at least nine (9) and not more than fifteen (15) members appointed by the County Executive for a four (4) year term and approved by the Legislature. Its purposes shall be to review and evaluate community mental hygiene services and facilities, recommend policies and procedure to the Division of Mental Hygiene and other Mental Hygiene Agencies and to perform such other acts appropriate to improving the effectiveness of mental hygiene services in the County.

Section 5.03 Division of Adult, Children and Family Services

The Division of Adult, Children and Family Services, or such other separate unit as required by New

York State Law, shall provide a variety of services designed to preserve the home and protect children and adults, as needed, including: providing child protective services; adult protection services; counseling and adoption services; and such other duties as assigned by the Director of Mental Hygiene and Social Services. It may be directed by a Director of Adult, Children and Family Services, appointed by the Director of Mental Hygiene and Social Services.

Section 5.04 Division of Temporary and Medical Assistance

The Temporary Assistance unit, or such other separate unit as required by New York State Law, shall act as a vehicle through which various monetary assistance programs are disbursed. These will include, but not be limited to, supplemental income; food stamps, and family assistance and safety net assistance, or such other names as designated by Federal, State or County regulations. Its responsibilities and duties shall include determining individual and family eligibility, establishing the extent of aid, checking for false claims and establishing renewal periods, and such other duties as assigned by the Director of Mental Hygiene and Social Services. It may be headed by a Director of Temporary Assistance, appointed by the Director of Mental Hygiene and Social Services.

The Medical Assistance unit, or such other separate unit as required by New York State Law, shall be responsible for all programs of the Department of Social Services through which moneys are disbursed for medical, or medically-related needs of the client. These will include, but not be limited to, Medicaid, Health Maintenance Organizations (HMO's), Managed Care Programs, and the Community Alternative Systems Agency (CASA). The Division's responsibilities and duties shall include determining individual eligibility for medical programs; establishing the extent of aid; checking for false claims; establishing renewal periods; provider relations; medical accounting; and such other duties as assigned by the Director of Mental Hygiene and Social Services. The Division may be directed by a Director of Medical Assistance, appointed by the Director of Mental Hygiene and Social Services.

Section 5.05 Division of Administrative Services

The Division of Administrative Services may be responsible for auditing and certifying program payment claims for State programs, maintaining client eligibility and payment records, assisting with the maintenance of staff payroll and personnel records, fulfilling the personnel liaison function of the department with the centralized Human Resources Department, accumulating statistics, making required State and County reports, and such other functions as designated by the Director of Mental Hygiene and Social Services. It may be directed by a Director of Administrative Services, appointed by the Director of Mental Hygiene and Social Services.

Section 5.06 Division of Legal Affairs

The Division of Legal Affairs may be responsible for providing legal advice or opinion to the Director of Mental Hygiene and Social Services or staff in relation to the social services district functions of the Department. Such division may be directed by a Social Services Attorney, appointed by the Director of Mental Hygiene and Social Services with the advice and consent of the County Attorney. The Director of Mental Hygiene and Social Services shall also appoint such other attorneys as necessary, subject to approval of the County Attorney, and the Chautauqua County Department of Law may also provide legal services to the Department. In addition to legal services relating to the social services district functions of the Department, the attorneys of the Division of Legal Affairs may be deputized by the County Attorney to perform duties on behalf of other County departments.

All attorneys within the Division of Legal Affairs will be subject to all the limitations and liabilities of the Social Services Laws and have such powers and duties as therein defined, subject to such limitations as imposed by the Charter, this Code, and legislative laws and resolutions

Section 5.07 Division of Youth Bureau

There may be a Youth Bureau to perform the duties as may be prescribed by the County Legislature, County Executive or law. Its Director shall serve at the pleasure of the County Executive. There may be a Youth Advisory Board, appointed by the County Executive subject to confirmation by the County Legislature, to perform the duties as may be prescribed by the County Legislature, County Executive or law.

Section 5.08 Health Department

Section 5.09 Powers and Duties of the Chief Medical Officer

Section 5.10 Chautauqua County Board of Health

Section 5.11 Division of Coroners

Section 5.12 Office of Probation

Section 5.13 Office for Aging Services

Section 5.14 Veterans Service Agency

Section 5.08 Health Department

There may be a Health Department. The County Executive may appoint a physician licensed to practice medicine in New York State as the Chief Medical Officer to serve as the head of the Department. Such Chief Medical Officer shall have and be accorded the associated powers and duties; and be subject to the obligations and liabilities heretofore or hereafter lawfully granted or imposed by the County Charter, this Code, local laws, or any applicable provisions of any act of the State Legislature not inconsistent with the County Charter or this Code. The Health Department shall have programming to include Public and Environmental Health and may have oversight of Office of the Coroner. The Health Department and Chief Medical Officer may serve as Responsible Health Authority for Medical/Behavioral Health Services within the County Jail as authorized by the County Sheriff.

Section 5.09 Powers and Duties of the Chief Medical Officer

The Chief Medical Officer may be responsible for coordinating the programs of the Health Department and all County health facilities under the Department's care, while collaborating with other County health programs and other public and private health agencies throughout the County; assigning programs to and supervising and maintaining a public health education program; and planning to meet anticipated health needs.

The Chief Medical Officer shall also oversee the Office of the Coroner, may oversee medical/behavioral health services for the County Jail and medical provider and/or Responsible Health Authority as directed by County Sheriff, and may serve as Medical Director for County Emergency Services and County EMS, including Emergency Medical Dispatch.

Within budget appropriations, the Chief Medical Officer shall have the power to appoint such deputies, assistants and employees of the department as may be necessary to implement the duties of the office as outlined in

this Section and as shall be authorized by the County Executive. If necessary to meet the requirements of New York State law, the Chief Medical Officer shall appoint a Public Health Director or Health Commissioner to fill the functions of a deputy director, and such Public Health Director/Health Commissioner shall perform the duties prescribed by law in the administration of Public Health and the enforcement of the Chautauqua County Health District Sanitary Code and the New York State Sanitary Code as may be required.

The Chief Medical Officer may appoint a Director of Environmental Health who shall be responsible, under the direction of the Chief Medical Officer and Public Health Director, for the enforcement of the Chautauqua County Health District Sanitary Code and the New York State Sanitary Code and other duties as prescribed by the Chief Medical Officer and Public Health Director.

Section 5.10 Chautauqua County Board of Health

There shall be a Chautauqua County Board of Health composed of eleven members appointed by the County Executive for a six-year term, and approved by the Legislature. Its purpose shall be to formulate, promulgate, adopt and publish rules, regulations, orders and directions for the security of life and health in the Chautauqua Health District, under provisions of the Public Health Law.

Section 5.11 Division of Coroners

The Division of Coroners is responsible for administration of the County's Coroner program. Coroners shall be appointed by and serve at the pleasure of the Chief Medical Officer. Coroners shall take direction from and report to the Chief Medical Officer, and shall comply with such Officer's policies and procedures. Notwithstanding any provision in State law to the contrary, coroner compensation may be by salary, by hourly, per diem, or per case rate, or by any other method approved by the County Legislature. The Division of Coroners may secure the services of one or more coroner's physicians, and other program-related services, as needed within budget appropriations, and as approved by the Chief Medical Officer. Notwithstanding any provision in State law to the contrary, the Chief Medical Officer shall be empowered to determine when a coroner's physician shall be required to go to the place where the decedent is located, and when a coroner's physician is required to jointly take charge of, and /or assist a coroner with the removal and transport of the decedent, and when a coroner's physician shall assist law enforcement agencies with further investigative efforts.

Section 5.12 Office of Probation

There shall be an Office of Probation. Its Director shall be appointed by the County Executive and shall serve at the pleasure of the County Executive. The Director of Probation shall have all powers and duties conferred upon such Director by the Charter, this Code, local law, ordinance or resolution of the Legislature, order or direction of the County Executive, by Sections 256 and 257 of State Executive Law and by any other applicable section thereof or any other applicable law not inconsistent with the County Charter or this Code.

Section 5.13 Office for Aging Services

There may be an Office for Aging Services to perform the duties as may be prescribed by the Chautauqua County Legislature, County Executive or law. Its Director shall serve at the pleasure of the County Executive.

There may be an Office for Aging Services Advisory Board, appointed by the County Executive subject to confirmation by the County Legislature to perform the duties as may be prescribed by the County Legislature, County Executive or law.

Section 5.14 Veterans Service Agency

There may be a Veterans Service Agency to perform the duties as may be prescribed by the County Legislature, County Executive or law. Its Director shall be appointed by the County Executive and shall serve at the pleasure of the County Executive

Article 6

PUBLIC SAFETY

There may be at least one member of the County Executive's Cabinet from the Public Safety branch of County government.

Section 6.01 Emergency Services.

There may be a Director of Emergency Services, appointed by the County Executive and serve at the pleasure of the County Executive, to perform the duties as may be prescribed by the County Legislature, County Executive or law. Such duties may include administration of county programs for fire training and mutual aid in cases of fire or other emergencies necessitating the services of firefighters and CCEMS. The Director of Emergency Services may be designated to act as a liaison among the County Executive, County Legislature and the County Fire Advisory Board and the firefighting forces in the county and the officers and governing boards or bodies thereof.

Article 7

PLANNING AND DEVELOPMENT

There may be at least one member of the County Executive's Cabinet from the Planning and Development branch of County government.

Section 7.00 Department of Planning and Development

Section 7.01 Powers and Duties of Director

Section 7.02 County of Chautauqua Industrial Development Agency

Section 7.03 Planning Board

Section 7.00 Department of Planning and Development

There may be a Department of Planning and Development. Its Director shall be appointed by the County Executive, and may be designated as the Deputy County Executive for Economic Development pursuant to Section 2.09 of this Code, and if so designated will have all of the powers and duties of the Director set forth in Section 7.01 below. The Director shall serve at the pleasure of the County Executive and shall have the power to appoint such deputies, assistants, and employees of the department as may be necessary to implement the duties of the office, and

as shall be authorized by the County Executive. Wherever the appointment of a deputy is authorized, such deputy is hereby authorized to act generally for and in place of the Director.

The Director may also serve as chief administrative officer of the County of Chautauqua Industrial Development Agency and shall have all the powers and duties prescribed for such an officer by Article 18A of the General Municipal Law. The Director may designate a deputy to also serve as an administrative officer of the Chautauqua County Land Bank Corporation.

Section 7.01 Powers and Duties of Director

The Director's duties may include some or all of the following:

(a) Originate programs and activities aimed at improving the community, economy, and quality of life in Chautauqua County by working with private interests and public agencies to develop and market the County as an ideal place to live, work, conduct business, and recreate; Coordinate the overall physical development of the County by working with all other governmental entities to ensure economically, aesthetically, and environmentally sound growth;

(b) Coordinate the efforts of government and not-for-profit agencies in promoting tourism in Chautauqua County;

(c) Periodically provide assistance to the CCIDA, CREDC, and the CRC as needed;

(d) Assist the County Executive in executive planning, including planning for the capital budget and capital improvement program and the preparation of all County plans, and coordinate the production and procurement of all planning reports by County agencies;

(e) Assist businesses and industries wishing to locate, relocate, expand, purchase equipment and/or modernize in Chautauqua County in securing funding, incentives, governmental services and other types of assistance necessary for such location, expansion, modernization and startup;

(f) Coordinate the efforts of all appropriate entities in providing skilled, motivated, and trained personnel for the County's workforce needs;

(g) Assist the County's small businesses in meeting their development needs;

(h) Acquire, construct, operate and maintain roads, sewage collection and disposal facilities, water supply facilities and drainage facilities, solid waste collection and disposal facilities, electric and gas transmission and generating facilities, and railroad and other transportation facilities to serve community and economic development projects;

(i) Provide for the acquisition, maintenance, clearance, improvement, demolition, change of topographical, subsoil, or other physical conditions, and other necessary site preparation work at sites as part of a community or economic development project;

(j) Coordinate all business retention, expansion and attraction efforts throughout and on behalf of the County by working with local, County, and State stakeholders to facilitate private investment, the retention and expansion of jobs, and improvement of the quality of life in Chautauqua County;

(k) Purchase, upgrade, and maintain parcels and sites that possess the infrastructure and amenities coveted by businesses for current and future development needs;

(l) Work with utility providers to ensure the appropriate utility infrastructure needs are being met for community and economic development projects;

(m) Work with the appropriate entities to help foster business startups and growth;

(n) Conduct research into business and economic conditions in the County and the municipal subdivisions thereof, and seek to cooperate with official and unofficial bodies organized for such purpose;

(o) Collect and distribute information relative to regional and community planning and zoning in Chautauqua County;

(p) Coordinate the County's planning and community development efforts so they are directed in a unified manner;

(q) Make recommendations concerning special permits, variances, or adoption or amendment of zoning regulations, upon referral from municipalities pursuant to Section 239-m of the General Municipal Law;

(r) Work with County Departments, municipalities, and other entities to prepare plans, planning reports and funding applications;

(s) Maintain strong relationships with municipalities, promoting inter-municipal cooperation and partnerships, and make available to cities, towns, and villages in Chautauqua County, at their request, advice and assistance on matters relating to planning functions;

(t) Coordinate watershed-related activities across Chautauqua County to preserve and improve water quality, recreational value, economic vitality, and the local environment;

(u) Conduct surveys, analyses, and reports as requested by the County Executive, and assist other County Departments and agencies in their long-range planning efforts;

(v) Perform research concerning County programs with a view to obtaining financial and technical assistance available through local, state, federal, and other sources;

(w) Prepare and periodically update, in consultation with the County Planning Board, a comprehensive master plan for Chautauqua County, which may include: highways; parks/parkways; water bodies; and potential sites for public buildings, sub-service facilities, and development sites which the County owns or may wish to acquire. Such plans may be submitted to the County Legislature in the manner provided by Section 239-d(2) of the General Municipal Law;

(x) Provide staff assistance for the Planning Board and Farmland Protection Board as needed; and

(y) Perform such other duties and tasks as shall be required or delegated to such Director by the County Executive.

Section 7.02 County of Chautauqua Industrial Development Agency

In accordance with Resolution 122-72, there shall be a County of Chautauqua Industrial Development Agency. It shall function as prescribed by this law and Sections 856 and 895-h of the New York State Industrial Development Agency Act, and its membership shall consist of not fewer than three (3) nor more than nine (9) members as follows: the chairman of the Chautauqua Legislature committee that has primary responsibility for dealing with the economic welfare of the County, who shall serve as an ex-officio member with full voting powers; one member appointed by the County Legislature, subject to the County Executive's approval or veto and County legislative reconsideration, as provided in the Chautauqua County Charter; and up to seven (7) members appointed by the County Executive, subject to confirmation by the County Legislature.

In addition to the powers defined in the New York State Act, its principal purpose shall be to borrow money and issue bonds to underwrite undertakings fostered by the Department of Planning and Development, the Industrial Development Agency, the County, or other advisory bodies assigned for such a purpose. It shall have all the powers and duties of a County Industrial Development Agency, heretofore or hereafter lawfully granted or imposed by

the County Charter, this Code, local law, ordinance or resolution of the Legislature, order or direction of the County Executive, or by an applicable provision of any act of the State Legislature not inconsistent with the County Charter or this Code.

Section 7.03 Planning Board

There shall be a Planning Board composed of eleven (11) members, each serving a term of three (3) years. The Director of Public Facilities and the Director of Finance shall serve as ex-officio, non-voting members of the Planning Board.

The members of such Board shall receive no salary or compensation for their services as members of such Board, but shall, within the appropriations provided therefore, be entitled to reimbursement for the actual and necessary expenses incurred in performing the duties of their office.

The Planning Board shall have all the powers and authority established by Section 239-d of the General Municipal Law. The Director of Planning & Development or the Director's designee shall advise and guide the Board in its operations, and shall act as its agent in performing planning functions.

**Article 8
BUDGET PROCEDURES**

Section 8.00 Budget Procedures

Section 8.01 Budgetary Guidelines

Section 8.02 Preparation of Tentative Capital Budget

Section 8.03 Preparation of Tentative Budget

Section 8.04 Development of Capital and Operating Budget

Section 8.05 Budget Filing and Legislative Review

Section 8.00 Budget Procedures

There shall be established certain uniform budget procedures to be followed by all County officers, County Departments, County Boards Agencies, and Districts in making budgetary requests, establishing the annual County budget and requesting budgetary changes throughout the County fiscal year.

Section 8.01 Budgetary Guidelines

The County Legislature may adopt by resolution on or before June 30th program, goals and objectives, as well as specific performance measurements for those programs, goals and objectives to be utilized by the County Executive and all other County elected officers, County Districts, and other County entities during the preparation of the tentative budget.

Section 8.02 Preparation of Tentative Capital Budget

The Director of Finance, pursuant to Section 3.02(f) of the Charter, shall prepare the proposed capital budget for submission to the County Executive, according to the procedure set forth in the following paragraphs of this section.

Not later than the 1st day of April in each year, the Budget Director shall furnish to the head of each department or authorized agency, forms on which to prepare and file a description, justification and estimate for each

capital project which such department head or authorized agency proposes to start the next fiscal year, and any additional funds required for projects started in prior years. For purposes of this Article 8 of the Code, the term "department head" shall include all heads of County departments, districts, and any other County entities that are to be included in the tentative budget.

The term "capital project" as used herein shall mean: (a) acquisition of land or rights in land; or (b) construction or renovation of buildings or facilities, roads, bridges, parks, airports or dams that adds value or extends the life of such capital asset; or (c) improvements to land other than buildings that exceed \$10,000, and add value to the land or improve its utility (such as drainage systems, parking lots, landscaping, and similar construction on land, etc.); or (d) acquisition of computer software or computer hardware that has a useful life longer than one year and exceeds \$10,000; or (e) acquisition of all equipment or furnishings (including all vehicles**) over \$10,000 and over one-year life expectancy, as well as additions to or refurbishing of capital equipment that exceeds \$5,000; or (f) preliminary studies, county plans or surveys, including design, engineering, and other preconstruction costs, relating to (a), (b), (c), (d), (e); or (g) any combination of (a), (b), (c), (d), (e), or (f).

** All light duty vehicles rated less than 1.25 ton and valued less than \$50,000 shall be submitted as a capital project utilizing the Chautauqua County Capital Light Vehicle Request form. These vehicles will be separately purchased and tracked in a separate capital project account. Departments will be responsible for budgeting the operating expenses (e.g., gasoline, insurance, maintenance) and the annual allocation of the vehicle purchase(s) as determined by the Department of Finance.

** Vehicles and heavy equipment not meeting the definition for "light duty vehicles," or valued between \$50,000 and \$200,000, may be grouped and submitted by a department as one capital project.

** Each type of heavy vehicle or equipment over \$200,000 per piece shall be submitted as separate capital project requests.

Such capital projects requests shall be prepared and completed by the head of each department or authorized agency, and shall set forth, among other things, but not limited to:

1. A description of the proposed project; the estimated total cost thereof; recommended priority; estimates of costs for planning; site; right-of-way; construction, equipment and other features; status of plans and land acquisition; development time schedule.
2. The amount, if any, estimated to be received from the Federal and/or State governments, grants, or other revenue dedicated to such use. If the project cannot be completed within the next fiscal year, an estimate must be made of the anticipated funding required for each subsequent fiscal year.
3. (a) An estimate of the effect, if any, upon operating costs of the county for up to the next twenty (20) years following completion of the project. The capital projects requests shall contain such other and additional information as the Budget Director may deem advisable.
 - (b) Not later than April 30th immediately following, the head of each department or authorized agency shall sign and file an original capital project request as directed by the Budget Director.
 - (c) The Budget Director shall distribute a copy of the requests for each member of the Planning

Board, the County Executive, the Chair and the Clerk of the Legislature, the Chair and ranking member of each Legislative committees, and the Director of Planning. Said copies shall be made available for distribution no later than May 31st.

(d) The Director of Planning will call a meeting of the Planning Board to review the proposed capital projects. Not later than July 15th, the Planning Board will submit a report on the capital budget requests including its opinion of specific requests, as they bear upon the long-range capital needs of the County. In addition, the Planning Board shall consult with Legislators, department heads and other community leaders and submit a projection of the capital needs of the county for the next six (6) years. The report shall identify specific projects, estimated costs, justification of the level of priority, and year project is to be started, and available source(s) of Federal, State, and/or grant funding. The Director of Planning may submit a supplementary report at the Director of Planning's discretion. The reports will be delivered to the Capital Projects Committee.

(e) The Capital Projects Committee will assist in the consideration of the capital projects budget. The capital projects committee shall consist of the County Executive, as Chair; the Budget Director, as vice-chair; and the following members: The Directors of Finance, Public Facilities, and Planning, the Chair of the Legislature, the majority and minority leaders thereof, and the Chair of the Public Facilities and Audit and Control Committee, of the Legislature. The County Executive shall have the right to request and require other administrative heads to meet and consult with the capital projects committee, as he may deem advisable. The County Executive shall be solely responsible for the capital budget as submitted to the Legislature.

The committee shall proceed to consider all requested capital projects, and for such purpose shall meet in the period between July 15th and August 30th at least twice.

On or before August 30th, such committee shall prepare a written report with recommendations and file a copy with the Legislature.

Section 8.03 Preparation of Tentative Budget

(a) Not later than the 1st day of July in each year, the Budget Director shall furnish each department head instructions to prepare and set forth estimates of revenues and expenditures of the respective department for the ensuing fiscal year, exclusive of capital projects. Such instructions shall be as prescribed by the Budget Director. Budget costs will be separated as required to meet New York State Office of State Comptroller compliance.

(b) Not later than August 1st, each department head shall submit their budget requests to the Budget Director. In the event of the failure of the department head to submit and file such request on or before August 1st, the Budget Director shall forthwith prepare and file same accordingly.

(c) Upon receipt of the requests, the Budget Director shall examine and review all department budgets. Among other things, by notice in writing, the Budget Director may require the department head or any officer or employee thereof requesting county funds to appear before the Budget Director to furnish data and information and to answer inquiries pertinent to such examination and review. Upon completion of such technical examination and review, the Budget Director incorporate any corrections or agreed changes to the proposed budget.

(d) The County Executive may require the department head or any officer or employee thereof requesting county funds to appear before the County Executive to furnish data and information and to answer inquiries pertinent to the County Executive.

(e) No later than September 11th, the County Executive and the Budget Director shall distribute the final

department budgets and capital project budgets to the department heads.

Section 8.04 Development of Capital and Operating Budget

(a) Budget Preparation and General Scope

The County Executive shall review the proposed tentative budget and the proposed tentative capital budget, together with any other anticipated items of county expenditure or revenue, and shall prepare the tentative budget of the county for the ensuing fiscal year for both current operating and capital purposes. Such budget shall be in such form as the County Executive may deem advisable and shall show in parallel columns the following comparative information (1) actual expenditures and revenues for the last completed fiscal year; (2) the budgeted expenditures and revenues for the current fiscal year; (3) the amended budgeted expenditures and revenues for the current fiscal year reflecting transfers and supplemental appropriations as to a date not more than three (3) months prior to the date of the filing of the tentative budget by the County Executive with Clerk of the Legislature; and (4) the County Executive's recommendations and estimates as to expenditures and revenues for the ensuing year.

In addition to the items of operation and maintenance, the tentative budget shall include or be supplemented by: (1) all items of capital project expenses for which the County Executive recommends be undertaken in the ensuing fiscal year; (2) other items as set forth in paragraphs (b) and (c) of this section; and (3) a statement showing the bonded indebtedness of the county government and its agencies, the debt redemption and interest requirements, the indebtedness authorized and unissued, the condition of the capital reserve, and the borrowing capacity of the County.

(b) Recommended Appropriations

The recommendations for expenditures in the tentative budget shall be classified by department. Such recommendations shall contain (1) an estimate of the several amounts which the County Executive deems necessary in the ensuing fiscal year for conducting the business of the county for each department, separately stated, and for other county purposes and charges; (2) the amount of a general contingent fund which the County Executive recommends to be provided for unanticipated or emergency county purposes or charges; (3) a statement of the several amounts recommended by the County Executive for appropriation to the reserve funds, if any; (4) a statement of the amount required to pay the interest on and amortization of or redemption of indebtedness becoming due in the ensuing fiscal year; and (5) the amount of any judgment recovered against the county and payable during the fiscal year and for which no bonds have been or will be issued.

(c) Recommended Capital Projects

The recommendations for the capital program shall contain the amount to be financed by direct budgetary appropriation in the next fiscal year, proposed down payments and other expenditures for new projects, all proposed capital financing, including, but not limited to, reserve funds, current revenues, temporary borrowing, bond sales, Federal and State grants, loans or advances and such other considerations and requirements mandated by the General Accounting Standards. The County Executive may arrange the tentative capital project budget to set forth clearly: (1) each previous authorized capital project, including the original estimated cost of completion, the current estimated cost of completion, the amount of all liabilities outstanding, the unencumbered balances of authorizations and estimated additional authorizations required for its completion; (2) the estimated cost for each new capital project recommended; and (3) any other information that the County Executive may deem advisable.

(d) Estimated Revenues

The estimates of revenues in the tentative budget shall be classified by accounts within department

areas and shall show the sources of income and shall contain: (1) a statement of all revenues which it is estimated will be received by the county during the ensuing fiscal year, except from county taxes to be levied; (2) a statement of all unexpended balances, if any, at the end of the last completed fiscal year, which are available to meet the expenditure requirements of the fiscal year for which the tentative budget is being prepared; (3) a statement as to the amounts, if any, from the capital reserve fund available for down payments, other current capital payments or debt service during the ensuing fiscal year; and (4) a statement of the estimated net county tax requirements, determined by subtracting the total estimated revenues, other than taxes to be levied, from the total recommended expenditures for the ensuing fiscal year.

Section 8.05 Budget Filing and Legislative Review

(a) A tentative budget and a budget message from the County Executive will be delivered to the Clerk of the Legislature by September 25th. Budget procedures and minimum time requirements after delivery of the tentative budget to the County Legislature shall be implemented pursuant to a local law.

Article 9

GENERAL PROVISIONS

Section 9.00 General Provisions

Section 9.01 Civil Service Rights Continued; Status of County Officers

Section 9.02 Filling Vacancies Other than Elected Officials

Section 9.03 Power to Administer Oaths and Issue Subpoenas

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Section 9.13 Other County Functions

Section 9.14 Board of Elections

Section 9.15 County Jury Board

Section 9.16 All County Boards

Section 9.00 General Provisions

Except as may be otherwise provided in the Code, the provisions set forth in this article shall apply to the operation of the County Government.

Section 9.01 Civil Service Rights Continued; Status of County Officers

The civil service status and rights of all County employees and their beneficiaries, including but not limited to those with respect to retirement, shall not be affected by the Charter or Code. Except as otherwise provided by the Charter or Code, the terms of all County officers whose appointment under the Charter is vested in the County Executive shall terminate on December 31, 1974, provided that any officer, unless removed, shall continue to serve until the successor is appointed and has qualified or until an interim appointment is made. Any County officer appointed by the County Executive for a definite term or whose appointment is subject to confirmation by the Legislature may be removed by the County Executive prior to the end of such term, after receipt of written notice from the County Executive.

Section 9.02 Filling Vacancies Other than Elected Officials

Except as otherwise provided in the Charter or Code, a vacancy in the office of the head of any administrative unit, the head of which by virtue of the Charter the County Executive shall have the power to appoint or remove, shall be filled by a person who shall be appointed on the basis of administrative experience and qualifications for the duties of such office by the County Executive, subject to confirmation by the Legislature where required. Except as otherwise provided in the Charter or Code, the head of any administrative unit shall have the power to fill vacancies occurring within such administrative unit pursuant to the Civil Service Law.

(a) 1. Each appointment by the County Executive which is subject to confirmation by the County Legislature shall be in writing, signed by the County Executive and filed in the Office of the Clerk of the County Legislature. Each appointment shall be valid until such appointment has been approved or rejected by the County Legislature or until forty-five (45) days, exclusive of the day of filing whichever shall first occur, have expired after the filing of notice of such appointment. If a majority of the County Legislature shall vote in favor of confirmation, the appointment shall be deemed confirmed immediately. If a majority of the County legislature shall fail to vote for confirmation, such vote shall constitute a rejection and the term of the interim appointee shall be terminated immediately. Only resolutions to confirm an appointment may be considered by the County Legislature. A vote resulting in a tie shall be considered a rejection of the appointee. A person who has been rejected may not be appointed to the same position within the same calendar year unless the County Legislature shall have reconsidered and reversed its vote to reject. If within forty-five (45) calendar days, exclusive of the day of filing, after the filing of written notice of appointment with the Clerk of the Legislature, no vote to confirm the appointment has been taken by the County Legislature, the appointment shall be deemed to have been confirmed as of the forty-sixth (46th) day after such filing.

2. The County Executive may (1) nominate for confirmation the same person who the County Executive has appointed or is appointing to an office or position, or (2) appoint a person to serve in such office or position and nominate a different person for confirmation. Under the second alternative, the appointment shall be considered a temporary appointment not subject to confirmation by the County Legislature and shall, except as otherwise provided, terminate upon the confirmation of the permanent appointee. In the event the permanent nominee shall not have been confirmed, the person holding the temporary appointment shall continue in office providing the County Executive shall, within fifteen (15) days after the rejection of the permanent appointment, submit for confirmation as herein provided another nominee for such office or position. If the County Executive fails to submit such nominee within fifteen (15) days, then the term of the temporary appointee shall be terminated. No temporary appointee may be re-appointed on a temporary basis to the same position more than once in any calendar year.

3. If the County Charter, this Code or any applicable statute describe specific qualifications for

any appointment as the head of a County department or administrative unit made by the County Executive, the written notice of appointment herein required shall also contain a statement setting forth the qualifications of such nominee.

4. Unless otherwise provided by the County Charter or this Code, the administrative head of each department and authorized agency shall have the power, when such positions are authorized by the County Legislature and within the appropriations provided therefore, to appoint all deputies, other officers and employees in the respective department and authorized agency. Such administrative head shall designate in writing the relative rank of such deputies, including the order of temporary succession to the duties of administrative head during absence or disability or in the event of a vacancy prior to the filling of such vacancy by the County Executive and delegate among them such of the powers and duties as may be determined appropriate. A copy of all such designations and delegations shall be filed with the County Clerk.

Section 9.03 Power to Administer Oaths and Issue Subpoenas

The Chair of the Legislature, the County Executive, and such other County officers as may be authorized by the Charter, Code or other applicable law, shall have the power to subpoena and compel the attendance of witnesses and the production of books, records and papers as the same may be pertinent to their respective offices. Any County officer authorized to hold a hearing or conduct an investigation shall have the power to administer oaths or affirmations, subpoena witnesses and compel attendance of witnesses in connection therewith.

Section 9.04 Administrative and Advisory Boards

Except as otherwise provided in the Charter or Code, every other board, the members of which are appointed, shall be an advisory board. The members thereof shall be appointed for such terms as are or may be provided in the Charter or Code. Wherever provision is made in the Charter or Code for the appointment of an advisory board, the members so appointed, unless otherwise provided, shall serve at the pleasure of the appointing authority. In accordance with Local Law No. 3-94, members of any boards, councils, or commissions shall either be a resident of the County, own real property in the County, or be employed in the County.

All members of such advisory boards, however appointed, shall be deemed to have resigned their membership on any advisory board when such member shall fail to attend three (3) consecutive meetings of the advisory board without being excused by the Chairperson.

Section 9.05 Approval of Contracts

Except as otherwise provided in the Charter or Code, the County Executive shall make, sign, execute, and implement all contracts on behalf of the County, except for (a) the sale, purchase or transfer of real property or (b) the provision of facilities or the rendering of services by, or for any other government must also be approved by the County Legislature. Prior to signature, all contracts to which the County is a party, including contracts to be executed by delegated officers other than the County Executive pursuant to the Charter, shall be approved as to form by the County Attorney, the Finance Director, and Budget Director in accordance with this Code and/or administrative procedures promulgated by the County Executive. Copies of such contracts when executed shall be filed in the County's contract database and accessible to the Director of Finance and the County Legislature. All settlements of insurance claims or other contractual claims shall not be executed without approval as to form by the County Attorney and the Insurance Administrator.

Section 9.06 Surety Bonds

The Legislature shall have the power to require and direct the giving of a surety bond conditioned on the faithful performance of any County officer or employee paid from County funds. The Legislature shall fix the amount of all such bonds required by law or by resolution of the Legislature. Such bonds shall be approved as to sufficiency of surety, by the County Executive and as to form by the County Attorney.

Section 9.07 Reports

The head of each department and authorized agency of the County may make an annual report at the close of each fiscal year and may submit such report not later than the first day of February to the County Executive, the Cabinet and the County Legislature, covering generally the work of the office and including such information as the County Executive or the Legislature shall require and such information as such head shall deem necessary or desirable to report.

Section 9.08 Adoption of Code - when effective

This Code shall take effect thirty (30) days after it is promulgated unless rejected by a 2/3 majority of the County Legislature.

Section 9.09 Amendment of Code Section

This Code may be amended and such amendments shall take effect thirty (30) days after promulgated unless rejected by a 2/3 majority of the County Legislature.

Section 9.10 Separability

If any clause, sentence, paragraph, section or article of this Code shall be adjudged by any court of competent jurisdiction to be invalid, such adjudication shall not affect, impair or invalidate the remainder thereof, but shall be confined in its operation to the clause, sentence, paragraph, section or article thereof directly involved in the proceeding in which such adjudication shall have been rendered.

Section 9.11 Code to be Liberally Construed

This Code shall be liberally construed to effectuate its objectives and purposes.

Section 9.12 Gender Neutral

Whenever a term is used in feminine or masculine gender, this term shall be construed as gender neutral.

Section 9.13 Other County Functions

Except as limited by State Law, there may be established and created such other commissions, agencies, committees, councils, bureaus, boards or units of the County to meet specific needs and requirements not otherwise provided for in State Law, the Charter or this Code. The membership, appointment and terms of such members may be designated as deemed appropriate to carry out the respective duties and obligations. In accordance with Local Law 3-94, throughout the term of office, the members of any such boards, councils, or commissions shall either be a

resident of the County, own real property in the County, or be employed in the County.

Section 9.14 Board of Elections

There shall be a Chautauqua County Board of Elections constituted according to State Election Law. The Commissioners shall be appointed by the County Legislature in accordance with State Elections Law, and shall have and exercise all the powers and duties now or hereafter conferred or imposed upon them by applicable law.

Section 9.15 County Jury Board

There may be a County Jury Board to perform the duties as specified in State Law and as may be prescribed by the County Legislature, County Executive or law.

Section 9.16 All County Boards

All County boards and commissions required by State Law shall be continued. Other boards and commissions may be continued and/or created as deemed necessary by the County Legislature.

**Article 10
APPLICATION OF CODE**

Section 10.00 Application of Code

Section 10.01 Continuity of Authority; Completion of Unfinished Business

Section 10.00 Application of Code

The provisions of the Code shall be applied in a manner consistent with the intent and provisions of the Chautauqua County Charter.

Section 10.01 Continuity of Authority; Completion of Unfinished Business

The performance of functions pursuant to the provisions of the Charter or Code shall be deemed and held to constitute a continuation thereof for the purpose of succession to all rights, powers, duties and obligations attached to such functions. Any proceedings, action or rights of action or other business undertaken or commenced prior to the effective date of this Code may be conducted and completed by the County officer or administrative unit responsible therefore under the Charter or Code.

The Code shall not be deemed to invalidate any obligations heretofore issued by the County or by any of its commissions, boards or agencies and such obligations shall be and remain binding obligations of the County. In the event any obligation shall have been issued in anticipation of the issuance of bonds by the County or by any of its commissions, boards or agencies, the County is hereby empowered to issue such bonds as legal and binding obligations of the County.