

December 27, 2019

City Council

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Proceedings by Authority

State of New York

City of Jamestown

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City Council Chambers

A Public Hearing of the Mayor of the City of Jamestown, New York was held on Friday, December 27, 2019 at 9:15 A.M.

Present: Mayor Samuel Teresi, Director of Administrative Services/City Clerk  
James N. Olson

Mayor Samuel Teresi called the Public Hearing to order and asked Director of Administrative Services/City Clerk James N. Olson to read the Public Hearing Notice.

201912C00.01

Notice is hereby given that the Mayor of the City of Jamestown, New York will hold a Public Hearing at 9:15 a.m. on Monday, December 27, 2019 in the 4<sup>th</sup> Floor Training Room, Fourth Floor, Municipal Building, Jamestown, New York to consider the following Local Law:

LOCAL LAW NO. 2 OF 2019

A LOCAL LAW AMENDING THE POWERS AND DUTIES OF THE CITY CLERK,  
COMPTROLLER, DIRECTOR OF ADMINISTRATIVE SERVICES/CITY CLERK

BY COUNCILWOMAN ECKLUND:

BE IT ENACTED, by the City Council of the City of Jamestown, New York as follows:

Section 1. Article IV. Powers of Executive and other officers §33. City Clerk is hereby amended to provide as follows:

§33. City Clerk.

The City Clerk/Treasurer shall be the Clerk of the City Council and of such other boards, bodies and commissions as the City Council shall direct. The City Clerk/Treasurer shall be subject to the direction and supervision of the Mayor and maintain accountability to the City Council.

A. The office of the City Clerk/Treasurer is hereby declared to be a Town Clerk's office for the purpose of depositing, filing and entering of record therein all books and papers required by law to be deposited, filed or entered of record in a Town Clerk's office, and he/she shall possess the

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powers, discharge the duties and collect the fees of a Town Clerk except as otherwise provided in the Local Finance Law. Such fees shall be the property of the City.

B. The City Clerk/Treasurer shall make out separate deposit slips and deposit his/her receipts at least each four days to the credit of the City. He/she shall make out and prepare such checks and warrants as are specified by statute or this Charter.

C. The City Clerk/Treasurer shall keep the minutes of the meetings of the City Council and of each board of which he or she is Clerk.

D. The City Clerk/Treasurer shall have custody of the Municipal Seal and shall attach it to such instruments as the City Council or other departments of the City may direct.

E. The City Clerk/Treasurer shall give notice, in writing, to each officer of his/her election or appointment and the amount of his/her official bond, if any.

F. The City Clerk/Treasurer shall cause to be made publications of all notices, advertising matter or proceedings as required by the provisions of this Charter, by law or ordinance.

G. The City Clerk/Treasurer shall serve as Registrar of Vital Statistics pursuant to the Public Health Law.

H. The City Clerk/Treasurer shall serve as Records Access Officer pursuant to the Public Officers Law and Records Management Officer pursuant to the Education Law.

I. The City Clerk/Treasurer shall receive all notices of defect and damage claims in accordance with § C-68.

J. The City Clerk/Treasurer shall have general supervision of City elections as provided elsewhere by this Charter and law.

K. The City Clerk/Treasurer shall administer the issuance of and countersign all licenses authorized by the City Council and keep an accurate account thereof.

L. The City Clerk/Treasurer shall provide secretarial and clerical services for the City Council in the discharge of its official duties.

M. The City Clerk/Treasurer shall perform such other duties as may be required by the Mayor and/or City Council.

N. The City Clerk/Treasurer in cooperation with the City Comptroller shall advise the Mayor and City Council of the overall financial affairs of the City.

O. The City Clerk/Treasurer shall be responsible for the collection, receipt, custody, daily deposit, investment and disbursement of all fees, taxes, revenues and other funds due the City.

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P. The City Clerk/Treasurer shall deposit all funds received on a daily basis in depositories authorized by the City Council.

Q. The City Clerk/Treasurer shall transmit to the Comptroller, at the end of each business day, a detailed statement showing the receipts and disbursements credited or debited to each fund or account.

R. The City Clerk/Treasurer shall maintain a reconciliation of all accounts at the end of each month for each bank account of the City.

S. The City Clerk/Treasurer shall have custody of all bonds and notes and of all investments and invested funds of the City or in possession of the City in a fiduciary capacity, except as otherwise provided by law, and shall keep such funds and all monies of the City not required for current operations invested in investments authorized by law and approved by the City Council or deposited in interest-bearing accounts approved by the City Council, subject to such adequate requirement of security as may be required by law or fixed by the City Council.

Section 2. Article IV. Powers of Executive and other officers §34. City Comptroller is hereby amended to provide as follows:

§34. City Comptroller.

The Comptroller shall be the Chief Fiscal Officer for the City. The Comptroller shall be subject to the direction and supervision of the Mayor and maintain accountability to the City Council.

A. The Comptroller shall supervise, in conjunction with the City Clerk/Treasurer, the fiscal affairs of the City.

[Amended 2-10-2006 by L.L. No. 2-2006; 8-28-2017 by L.L. No. 2-2017]

B. The Comptroller shall develop, maintain and enforce a uniform system of accounts, including forms, standards and procedures for all boards, commissions, departments, officers and agencies of the City in accordance with generally accepted accounting principles.

C. The Comptroller shall maintain a payroll system, including all tax and retirement records.

D. The Comptroller shall monitor and report the status of revenues and appropriations on a monthly basis to the Mayor, City Council, appointed officers and department heads.

E. The Comptroller shall monitor expenditures and report budget variances in a timely manner to the Mayor and City Council.

F. The Comptroller shall be responsible for the audit insuring that, prior to payment, all bills, claims and demands against the City, including payrolls, shall contain a certification from each board, commission, department, office and agency that the materials, supplies, equipment or services have been received and accepted as specified, and for such purpose he/she shall have the

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authority to require the attendance of and examine under oath such persons as he/she may deem necessary.

G. The Comptroller shall be responsible for the preparation of the annual financial statement that shall be delivered to the Mayor and City Council no later than April 1 of each year.

H. The Comptroller shall, at the close of each fiscal year, provide all books and vouchers required by the certified public accountant employed by the City to perform, in accordance with generally accepted auditing standards, the annual audit.

I. The Comptroller shall, upon receipt of tax bills from the Assessor, add all arrears thereto and send out the tax bills in accordance with New York State Real Property Tax Law. He/she shall likewise be charged with the duty of billing such other charges as are to be made a charge against individuals, corporations or partnerships by the City. He/she shall prepare separate accounts of all unpaid City, state and county taxes in the manner required by law of town tax collectors.

J. In the event of the absence or the disability of the City Clerk/Treasurer, the Comptroller shall assume the duties of that office.

[Amended 2-10-2006 by L.L. No. 2-2006; 8-28-2017 by L.L. No. 1-2017]

K. The Comptroller shall perform such other duties as may be required by the Mayor and City Council.

Section 3. Article IV. Powers of Executive and other officers §36. Director of Administrative Services/City Clerk is hereby deleted in its entirety:

§36. Director of Administrative Services/City Clerk.

Section 4. This local law shall take effect upon its filing with the Secretary of State of the State of New York.

Publication date: December 17, 2019

Mayor Teresi asked three times if anyone wished to speak for or against Local Law 2-2019.

There being no one, the Public Hearing was adjourned.

James N. Olson  
Director of Administrative Services/City Clerk