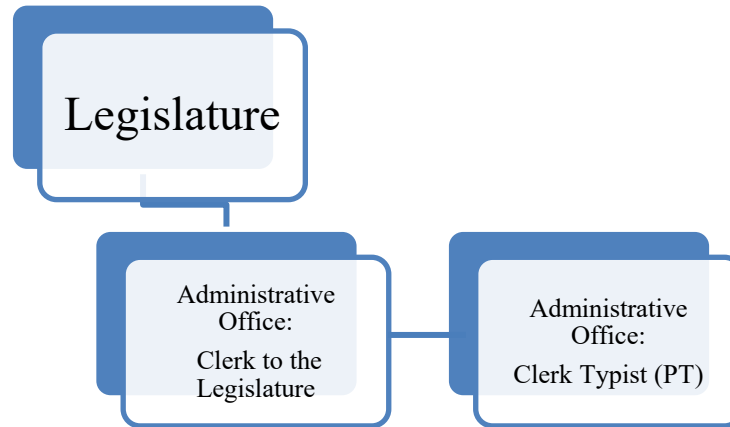


# LEGISLATURE OFFICE

## ORGANIZATIONAL CHART



## DEPARTMENT DESCRIPTION

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

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

The Administrative Office consists of the Clerk to the Legislature.

## **STRATEGIC FRAMEWORK**

### **Mission**

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

### **2025 Accomplishments**

1. Attend the NYSACCLB Conference for Clerks in May 2025.
2. Updated the training guide for Code of Ethics, distributed on NeoGov and to all FDS policy holders.
3. Finalized the 2024 Ethic Board Review. 121 participants in compliance and 448 attestations from employees.
4. Received 47 Foil Requests.
5. 145 Proclamations.
6. 310 Notarizations on contracts as of July 2025.
7. Filed two Local Laws to date.
8. Organized tour for Alexander School District to bring 4<sup>th</sup> Graders to County buildings/departments.
9. Organized visits with dignitaries for meetings, tours.
10. Enhanced the proceedings published book for 2023 and now for 2024.
11. Sorted through old files and boxed up for storage in the records department.
12. Maintain Board Member appointments/reappointments.
13. Hosted ICAWNY – Genesee County Meeting, April 2025
14. The County pursued the use of the OneMeeting agenda management software; however, after a thorough 17-month process/implementation, it was determined to move in a different direction that offers the capabilities necessary to achieve stronger outcomes in agenda management.
15. Organized a commendation ceremony at the Legislature meeting for First Responders – Over 50 in attendance.

### **2026 Goals**

1. Utilize Open Forms through our website to construct a memo and workflow to streamline our agenda management process.
2. Work with Compliance to update the policy for Legislature agenda submission.
3. Attend the NYSACCLB Conference for Clerks in May 2026 and Apply for scholarship for Brittany Smith the Clerk Typist to attend.
4. Organize Alexander 4<sup>th</sup> Grade Tour – May 22, 2026.

5. Utilize AI functionality in workflow within the office.
6. Navigate and provide additional education to new elected officers.
7. Scan Local Laws into the file system on the network.
8. ICAWNY Meeting in August 2026.
9. Continue to work efficiently and maintain productivity with Clerk Typist on multiple items.

**2026 ADOPTED BUDGET SUMMARY**

<b><u>Legislature</u></b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b><u>Administrative</u></b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
Salary	149,465	154,695	159,335	Salary	70,045	76,990	80,993
Fringe	147,325	158,617	183,233	Fringe	20,000	23,554	26,496
Contractual	18,637	21,185	18,685	Contractual	860	800	800
Revenue	0	0	0	Revenue	0	0	0
Net support	\$315,427	\$334,497	361,253	Net Support	\$90,564	\$101,344	108,289
FTE's: 5.4				FTE: 1			