



Allegheny County Council

County of Allegheny
436 Grant Street
Pittsburgh, PA 15219
Phone (412) 350-6490
Fax (412) 350-6499

Legislation Text

File #: 10196-17, **Version:** 1

An Ordinance of the County of Allegheny, Commonwealth of Pennsylvania, amending the Allegheny County Code of Ordinances, Division 1, entitled "Administrative Code," Article 305, entitled "Council Support," to clarify the organization of the Office of Allegheny County Council.

WHEREAS, the Allegheny County Council desires to render the provisions of the Administrative Code of Allegheny County pertaining to the organization of the Office of the County Council consistent with current and future practice;

The Council of the County of Allegheny hereby enacts as follows:

Section 1.

The Allegheny County Code of Ordinances, Division 1, entitled "Administrative Code," Article 305, entitled "Council Support," is hereby amended as follows:

§5-305.01. County Council staff.

- A. County Council shall employ a staff to serve County Council in fulfillment of its duties. Council staff shall serve as at-will employees at the pleasure of the Council.
- B. County Council shall employ a County Council staff to provide assistance and advise the Chief of Staff regarding the operations of the Office of County Council and actions undertaken by the Council. County Council staff shall report to and be supervised by the Chief of Staff; however, nothing contained within this Article shall be construed or interpreted to prohibit any Council Staff member from directly seeking the advice and/or action of the Executive Committee when appropriate or necessary.
- C.B. The appropriation in each annual operating budget for County Council's per meeting, stipends, expenses, total staff compensation and office expenses shall not exceed 0.4% of the County's annual locally levies tax revenues as detailed in the most recent annually audited report of the County.

§5-305.02. Duties of County Council staff.

- A. County Council Staff shall perform such duties as assigned by the President of Council and the Chairpersons of the Council Committees through the Chief of Staff or the Council Clerk.
~~Council Members.~~
- B. The Chief of Staff shall propose procedures for the operations of the Office of County Council

and shall be responsible for implementing such procedures once they are adopted by the Executive Committee or Council, consistent with the Rules of Council, Article I, Rule E.1.i..

C. The duties of County Council Clerk shall include, but not be limited to, the following:

- (1) Assure that accurate minutes of County Council are recorded and maintained.
- (2) Have custody of all papers which may be presented to County Council.
- (3) Transmit papers from County Council to a committee of County Council.
- (4) File all papers and any matter on which final action may have been taken by County Council.
- (5) Record and file in his office all Ordinances and Resolutions and publish all those requiring publication.
- (6) Act as Clerk to all committees of County Council.
- (7) Keep accurate minutes of all actions of the committees to which he shall be Clerk.
- (8) Keep the books and papers under custody and control which shall be kept open during normal business hours.
- (9) Furnish all transcripts, orders and certificates called for by any person, and authenticate the same by his official signature under his Seal.
- (10) Transmit all adopted ordinances and resolutions to the Chief Executive within three business days of adoption or as otherwise provided in this Administrative Code.
- (11) Receive from the Chief Executive and keep on file all signed or vetoed ordinances or resolutions.
- (12) Administer oaths or affirmations to any business relating to County Council or its committees.

Section 2. Severability. If any provision of this Ordinance shall be determined to be unlawful, invalid or unenforceable, then that provision shall be considered severable from the remaining provisions of this Ordinance which shall be in full force and effect.

Section 3. Repealer. Any Resolution or Ordinance or part thereof conflicting with the provisions of this Ordinance is hereby repealed so far as the same affects this Ordinance.