

At a Regular Meeting of the Common Council of the City  
of Plattsburgh, New York, held MAY 13th, 1949.

PRESENT: Mayor Davies, Aldermen Holland, LeClair, Villoni, Croteau, Ryan and Cardi.

ABSENT: None.

By Alderman Cardi; Seconded by Alderman LeClair:

LOCAL LAW NO. 31 OF 1949

ENTITLED AN ACT creating a Department of Finance in the  
City of Plattsburgh, adding Title 4-A to Chapter 269 of the Laws  
of 1902, said Title 4-A consisting of Sections 51-A, 51-B and 51-C.

BE IT ENACTED by the Mayor and the Common Council of the City  
of Plattsburgh, New York, as follows:

Section 1. Title 4-A of Chapter 269 of the Laws of 1902 and con-  
sisting of Sections 51-A, 51-B and 51-C are hereby added to Chap-  
ter 269 of the Laws of 1902, the same being " Entitled an act to  
incorporate the City of Plattsburgh, " said sections to read as  
follows:

SECTION 51-A. Organization. There shall be in the  
City of Plattsburgh, a Department of Finance, which, under the  
direction of the Common Council, shall be headed by the City Cham-  
berlain. The Department of Finance shall be the fiscal and bud-  
get department of the City and shall keep an office in such place  
as the Common Council shall designate and provide, which shall be  
kept open for business according to the schedule of business days  
as fixed by the Common Council.

SECTION 51-B. Surety Bonds. The City Chamberlain shall  
execute and furnish a official bond of some solvent surety company  
in a penal sum which the Common Council shall determine and fix.

All employees of said Department of Finance shall also furnish such bonds in such sums as the Council shall fix. Such bonds shall be approved by the Corporation Counsel and the Common Council, a certificate of such approval shall be endorsed thereon and the same shall be filed in the City Clerk's Office.

SECTION 51e C. Duties of the City Chamberlain.-

The City Chamberlain shall as fiscal officer of said City: -

1. Be custodian of all funds, monies and securities which are the property of the City or of any of its boards and commissions, offices and departments, and he shall deposit them in the bank or banks which shall from time to time be designated by the Common Council as the official depositories for the City, where he shall establish such bank accounts as may be required. In addition, he shall maintain a separate Trust Funds bank account for the disposition of monies not representing either income for or expense against the City.
2. Be the custodian of all obligations, notes and other evidences of debt of the City. On authority of the Common Council, he shall determine and fix the terms and conditions of City borrowings and shall be responsible for the proper re-payment thereof, by the City.
3. Make all payments for all payrolls, expenses and other authorized disbursements of the City, its boards and commissions, offices and departments, on receipt of duly authorized and executed warrants. Notwithstanding such provisions, however, he shall not pay out money for any purpose or object for which no appropriation previously was authorized; he shall not pay out money chargeable to any fund or appropriation in excess of the encumbered balance standing to the credit of such account; and he shall not pay out money from any account or appropriation to which such disbursement is not properly

chargeable.

4. Receive all state, county, city and local taxes, assessments, water and sewer rentals and charges and other revenues which may be paid to such office and shall issue appropriate receipts, serially numbered, therefor. He shall retain in such office, and not elsewhere, possession of warrants for payments or collection and assessment rolls which may, from time to time, be delivered to him by duly constituted authority.

5. Issue appropriate receipts, serially numbered, to other offices and departments, boards and commissions of the City for all earnings and revenues from all sources, all of which shall be deposited by him.

6. Annually prescribe, prepare and furnish to all departments necessary information and forms for preparation of budgets. He shall assist the Budget and Finance Committee of the Common Council in the preparation of the annual budget and shall compute the tax rates necessary for the levy upon taxable property. He shall, subject to the Mayor and Common Council, control the detailed operation of the budget during the fiscal year and, subject to the final responsibility of the Auditing Committee of the Common Council, he shall pre-audit payrolls and claims submitted for payment and shall have the right to inquire of departments about the details of such payrolls and claims.

7. Keep the accounts of the City, including separate accounts of revenues and receipts, appropriations and disbursements, and for that purpose shall keep detailed books on which all receipts and disbursements shall be entered, and shall maintain a uniform system of municipal accounts as prescribed by the State Comptroller pursuant to provisions of the General Municipal Law.

8. File monthly and annually at the end of the fiscal year, with the Mayor and Common Council, and at such other intervals as they may

require, reports of the City's fiscal affairs. These reports shall be in such form as shall be prescribed by the Common Council.

9. Prescribe the necessary forms and contents thereof, subject to the approval of the proper authority, for the use of the Department.

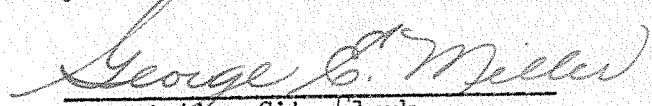
10. At the termination of his incumbency, he shall convey to his successor in office all monies, securities, warrants and assessments rolls, books and papers and property belonging to the City or pertaining to the affairs of the City in connection with the duties of his office.

Section 2. Laws Repealed. Section 24 of Chapter 269 of the Laws of 1902 as amended by Chapter 428 of the Laws of 1912 and all other amendments thereto are hereby repealed.


Section 3. Time of Taking Effect. This act shall take effect after public hearing and approval by the Mayor.

On roll call, Aldermen Holland, LeClair, Villoni, Croteau, Ryan and Cardi voted in the affirmative; no one in the negative, CARRIED.

The foregoing Local Law certified to the Mayor this 16th day of May, 1949.

  
Acting City Clerk

The foregoing Local Law is hereby approved after Public Hearing held this 24th day of May, 1949.

  
MAYOR

(SEAL)

PUBLISHED: MAY 17, 1949