

COUNTY OF ERIE

LOCAL LAW NO. 5

LOCAL LAW INTRO. NO. 14 [Print #2]

RECEIVED
ERIE COUNTY
LEGISLATURE
DEC 18 3 30 AM '74

1974

A LOCAL LAW amending Local Law No. 1 - 1960, constituting the Erie County Administrative Code, by repealing the present § 3.08 and adding a new §3.08 thereto, in relation to the functions of the Bureau of Central Services.

BE IT ENACTED BY THE ERIE COUNTY LEGISLATURE, AS FOLLOWS:

Section 1. § 3.08 of Local Law No. 1 - 1960, constituting the Erie County Administrative Code, is hereby repealed, and a new § 3.08 is added, reading as follows:

§ 3.08 - Bureau of central services. a. The bureau of central services shall be headed by a deputy director of purchase and central services who shall provide planning, coordination, and control of projects and services performed by the central services bureau. He shall be a person who shall have had at least five years experience in an administrative position.

b. The bureau of central services shall provide:

- (1) a mail room, with responsibility for providing a central postage metering of all outgoing mail for all administrative units in the Edward A. Rath County Office Building, and for providing messenger service;
- (2) microfilming services to all county departments;
- (3) offset printing and duplicating services to all county departments;
- (4) a garage and motor pool for servicing county vehicles with gasoline and oil, providing minor maintenance repairs and controlling vehicles assigned to a central county

(5) records and accounts of telephone billings for all departments, including the processing of telephone change requests and submitting orders to telephone company;

(6) records and accounts required to allocate the division of central services total operating cost back to the departments.

c. The "Department of microfilming act," being local law number three of the laws of nineteen hundred fifty-five, is hereby repealed as of January first, nineteen hundred sixty-one.

Section 2. Effective date. This local law shall take effect immediately.

3/20/75 signed by County Executive
12/75 acknowledgment from Secretary of State

Susan C. Lubick
SUSAN C. LUBICK

Robin Schimminger
ROBIN SCHIMMINGER

GEORGE RICH

Material in parenthesis is deleted.
Underlined material is new.

12/27/74 meeting 31 Item 27 - Table & Committee
1/7/75 " 1 " 28 " "
1/14/75 " 3 " 17 " "
2/4/75 " 4 " 2 " "
2/18/75 " 5 " 4 " "
3/18/75 " 6 " 2. Adopted