



The Administrative  
Code  
of the County of Bergen  
State of New Jersey

Approved by the  
Board of Chosen Freeholders  
March 21, 2007

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## PREAMBLE

The Administrative Code has been drafted and approved by the Bergen County Board of Freeholders as the detailed blueprint for Bergen County Government.

The governmental philosophy which underlies this Administrative Code is that the Executive has the authority to make day-to-day operating decisions.

The Board of Freeholders acts as the formulator of policy, which is reflected in ordinances and resolutions covering County government operations. The Board also provides the checks and balances, in accordance with State statutes, which the American people are accustomed to in their form of government.

Basically, under this Administrative Code, the Board of Freeholders is required to make and modify the laws which govern this County and the Executive is required to see that these laws are properly carried out.

This Administrative Code dated March, 2007 seeks to amend and supercede any and all prior versions of the Administrative Code of the County of Bergen, State of New Jersey.

## Article 1 Title

1.1 Title. This ordinance, together with all amendments and supplements thereto may be cited as "The Administrative Code of the County of Bergen".

1.2 Purpose. It is the purpose of this Code to fulfill the mandate of the Optional County Charter Law that the Board of Chosen Freeholders organize the agencies and affairs of the County under the Charter plan adopted in the manner most conducive to efficient and effective delivery of services and to a high level of public confidence in the conduct of the County's government.

1.3 Continuation. As of the effective date of this Code, the inhabitants of Bergen County shall, within the boundaries of Bergen County, continue and remain a body corporate and politic with perpetual succession.

1.4 Governing Laws. As of the effective date of this Code, the County of Bergen shall be governed by: federal law; the Constitution of the State of New Jersey; the Optional County Charter Law and such other state laws not inconsistent therewith or otherwise made applicable by operation of N.J.S.A.40:41A-24 et seq; this Code; and all other ordinances and resolutions duly adopted by the Board of Chosen Freeholders.

1.5 Interpretive Statement. The Board may in enacting this Code:

a. Utilize fully the powers granted to the County by the Optional County Charter Law to organize and regulate Bergen County's internal affairs; create, alter or abolish office, positions and employments and define the functions, powers and duties thereof; establish qualifications for persons holding offices, positions and employments; and provide for the manner of their appointment and removal and for their term, tenure and compensation.

b. Provide for the establishment of innovative interlocal service programs in any area of service in which a local unit desires to contract with Bergen County for the County to provide, on a contract basis to the local unit, any service which the local unit could provide for itself or vice versa.

c. Delineate with clarity the fundamental separation of powers between legislative and executive branches of government which lies at the base of the Optional County Charter Law.

d. It is further the intent of this Code that all grants of power and assignments of duties and responsibilities be deemed to include all those powers which are necessarily incidental to or which may be fairly implied from the grants of power and assignments of duties and responsibilities herein contained.

1.6 Construction. For the purposes of the Code and any other ordinances and resolutions heretofore or hereafter adopted, except as the context may otherwise require:

a. The present tense includes the past and future tenses; the future includes the present.

b. The time within which an act is to be done shall be computed by excluding the first and including the last day, but if the last day be a Saturday, Sunday or legal holiday, then the next day which is not a Saturday, Sunday or a legal holiday shall be the last day.

c. "Writing" and "written" shall include printing, typewriting, stencil duplicating and any other visual mode of reproducing words or figures on paper or paper-like material which is in general use.

d. Unless specifically indicated, no statement contained in this Code as to appointment or dismissal of any person in County service is intended to modify or abrogate any provision of Title XI (Civil Service) of the Revised Statutes or of any regulation issued hereunder.

1.7 Definitions. For the purpose of this Code and in the interpretation and application of all other ordinances and resolutions heretofore or hereafter adopted by the County, except as the context may otherwise require.

a. "Agency" shall mean any autonomous or semi-autonomous unit of government as listed in Article 9.

b. "Board" shall mean the Board of Chosen Freeholders of the County of Bergen.

c. "By Law" shall mean the laws governing the County as set forth in Section 1.4.

d. "Code" shall mean the Bergen County Administrative Code together with any amendments and supplements thereto; all aspects of the operating and capital budget, execution of Board budget policies and matters relating to the financial health of the County.

e. "Charter" shall mean the Optional County Charter Law (L.1972, ch.154; N.J.S.A.40:41A\_1 et seq.) as amended and supplemented, as applicable to Bergen County by its adoption of the County Executive Plan.

f. "County" shall mean the County of Bergen, State of New Jersey.

g. "County Executive" also referred to as "Executive" shall mean the officer by that title duly elected and serving pursuant to the Charter.

h. "Department" shall mean a primary organization unit or group of organization units of the County government.

i. "Department Head" shall mean the administrative head of a department, and its subdivisions, regardless of his/her title.

j. "Division" shall mean a sub-organization unit or group of organization units of a department of the County government established by or designated as a division by the Code.

k. "Division Head" shall mean the administrative head of a division, regardless of his/her title.

l. "Local Unit" shall mean unit of municipal government or a school district, authority or special district.

m. "Office" shall mean a unit of County government within a department whose interaction with other governments or agencies requires a distinct organizational structure.

n. "Ordinance" shall mean and include any act or regulation of the Board, except an expense or capital budget, required to be reduced to writing, published after introduction, and considered for final passage.

o. "Person" shall mean any corporation, firm, partnership, association, organization or other entity, as well as an individual.

p. "Resolution" shall mean and include any act or regulation of the Board, required to be reduced to writing but which may be finally passed at the meeting at which it is introduced. The annual budget adopted pursuant to N.J.S.A.40A: 4-1 et seq. shall also be deemed to be adopted by resolution, even though it cannot be adopted at the meeting at which it is introduced.

q. "Staff" shall mean all personnel of any type of any department, division or bureau, except such personnel who would perform services which are provided by any other department, division or bureau.

r. "The whole number of members of the Board" shall mean seven (7), regardless of absences or vacancies for any reason whatsoever. Any requirement for a majority vote of the Board shall be deemed to require a majority of those present and voting unless it specifically requires a majority of "the whole number of the Board" or "the whole number of members of the Board". Four (4) members shall constitute a quorum.

1.8 Penalties. A violation of any ordinance for which no penal sanction is otherwise provided, shall be punishable as provided by Section 101 b (7) of the Charter.

1.9 County Seal. The following design is hereby adopted as the official and standard design of the Seal of the County of Bergen to be used for all authorized and official County purposes:



## Article 2 Board of Chosen Freeholders

2.1 Board Powers. The legislative and investigative powers of County government as granted by the Optional County Charter Law shall be vested in the Board. Pursuant to the grant of powers in the Charter, the Board shall have the power to:

a. Adopt and amend an Administrative Code organizing the administration of County government, setting forth the duties and responsibilities and powers of all County officials and agencies, and the manner of performance needed.

Nothing in the Administrative Code shall change the duties or powers of County officers whose existence is mandated by the Constitution or shall diminish the duties, responsibilities or powers of the Executive or County Administrator.

b. Advise and consent to appointments of all Department Heads and division directors, the County Counsel and Administrator, the members of the boards, commissions and authorities and of such other unclassified positions for which such advice and consent may be permitted by law.

c. Pass, in accordance with law, whatever ordinances and resolutions it deems necessary and proper for the good governance of the County.

d. Appoint a Clerk to the Board to serve at its pleasure or for a term not to exceed three (3) years. The Clerk shall: (a) attend all meetings and conferences of the Board; (b) take and preserve the minutes of the Board, which shall record all actions and votes taken and the substance of discussions and debate relating thereto and of all other matters; (c) keep and compile all ordinances, resolutions and minutes and retain in his/her custody for safekeeping all contracts, deeds, surety bonds, insurance policies and other official papers delivered to him/her; (d) have custody of the County seal and may affix it to appropriate documents without charge; (e) arrange for the clerical staff of the Board of Freeholders and provide secretarial services for the Board members, expedite the handling of their correspondence and have such other and different powers and duties as may be provided by resolution of the Board; and, (f) in the absence of the Clerk, the Chairman may appoint an acting clerk to perform such duties.

e. Appoint a Counsel to the Board to serve at the pleasure of the Board, if desired.

f. Pass a resolution of disapproval of dismissal, subject to the provisions of N.J.S.A. 40:41A-  
b.

g. Override a veto of the County Executive by a two-thirds vote, five (5), of its full membership.

h. Approve the annual operating and capital budgets by resolution pursuant to the Local Budget Law.

i. Appoint annually a registered municipal accountant of New Jersey to perform an independent audit of the County's books, accounts and financial transactions to perform such other services as the Board directs, specifically with regard to the review, modification, approval and operation of the budget; and to perform an independent financial, compliance, performance or operational audit of any agency of the County.

j. Conduct such investigations as are germane to the exercise of its legislative and budgetary powers under the Code and as otherwise authorized by law, including power to administer oaths and issue subpoenas to compel the attendance of witnesses and the production of relevant evidence as is provided in this Charter, in the County and Municipal Investigations Law (N.J.S.A. 2A:67A et seq.) and in other general law.

k. Designate which of the Board's staff shall be responsible for processing funding requests by the Board and its staff for submission and prompt payment by the Division of Fiscal Operations.

l. Order cessation of expenditures in any appropriation it has approved for any agency not under the jurisdiction of the Executive, or for any grant to any non-governmental agency if it is

apparent to the Board that funds are not being used for the purposes authorized or are being misused, or if the possibility of over expenditure exists.

m. Appoint such temporary advisory boards of citizens as the Board from time to time may feel necessary to advise it in setting the legislative policies of the County government.

n. Retain and employ such professional and clerical staff, consultants and interns as may be necessary to assist the Board in the proper performance of the responsibilities imposed on it by law and establish rates of pay for such employees and professionals.

o. Approve or disapprove site plans and subdivisions on recommendation of the Planning Board.

2.2 Vacancy. A vacancy in the office of Freeholder shall be filled in the manner provided by N.J.S.A. 40:41A-145.

2.3 Organization. The Board shall meet during the first week of January in each year to elect its Chairman/woman and Vice Chairman/woman by a majority of the whole Board and to conduct such other business as may come before it. Newly elected members may take the oath of office on or before the date of organization, but shall not take their seats or assume the duties of office prior thereto, except as provided in the next section.

2.4 Annual Transition. Members-elect of the Board shall be notified of all meetings of the Board to be held between Election Day and organization day, the same as incumbent members. They shall be entitled to attend all such meetings, and to participate in all informal conferences without vote.

2.5 Presiding Officer. The Chairman/woman and Vice-chairman/woman shall serve for one year and until the election and qualification of their successors. The Chairman/woman shall preside over all meetings of the Board and may appoint Board committees.

In the absence of the Chairman/woman, the Vice-chairman/woman shall act in his/her stead. In the absence of both, the Board shall elect from among its members a chairman/woman pro tempore for the meeting to serve only as long as either is absent.

## 2.6 Meetings

a. Regular meetings: Regular meetings of the Board shall be held twice a month on the day and time set by resolution of the Board. The meetings will be held at the Public Meeting Room of the Board of Chosen Freeholders, Fifth Floor, Administrative Building, Hackensack, New Jersey or at such other location as may be fixed by resolution of the Board.

b. Executive meetings: Executive meetings shall be held at least twice a month on the day and time set by resolution of the Board. The meetings will be held in the Executive Chambers of the Board, Fifth Floor, Administrative Building, Hackensack, New Jersey or at such other location as may be fixed by resolution of the Board.

c. Special Meetings: The Chairman/woman may call special meetings or informal conferences of the Board. The Board may also order such meetings or conferences by motion at any regular meeting. The call shall designate the purposes for meeting and no other business shall be considered.

The call shall be filed with the Clerk during regular business hours at least forty-eight (48) hours before the time for which the meeting is called. The Clerk shall forthwith notify each member and member-elect. The Clerk shall make copies of the call available to the press and shall post at least one copy in a prominent place near the entrance to the meeting place.

d. Emergency Meetings: The Chairman/woman may call an emergency meeting when such emergency affects the public health, safety or welfare and which requires an immediate decision.

2.7 Meetings and Conferences Public. All meetings of the Board, including executive meetings and informal conferences held at such times and places as the Board may fix, shall be open to the public in accordance with the Open Public Meetings Act (N.J.S.A. 10:4-1 et seq.). Exceptions, if any, shall be as authorized therein.

2.8 Rules of Procedure. In addition to such rules as may be set forth in by-laws adopted by resolution of the Board pursuant to Section 100 of the Charter, the following rules of procedure shall apply:

a. Presiding officers: The Chairman/woman, and in his/her absence, the Vice-chairman/woman, shall take the chair at the time appointed for the meeting and shall call the Board to order. In the absence of the Chairman/woman and Vice-chairman/woman, the Clerk shall call the Board to order, determine whether a quorum is present and, if so, he/she shall call for election of a chairman/woman pro tempore who shall take the chair as soon as elected. When the Chairman/woman or Vice-chairman/woman arrives, the chairman/woman pro tempore shall relinquish the chair.

b. Quorum: Four (4) members of the Board shall constitute a quorum.

c. Attendance: At the beginning of each regular or special Board meeting, the Clerk shall call the roll in alphabetical order, except that the presiding officer shall be called last, and enter the names of those present in the minutes. Should no quorum attend within thirty (30) minutes after the hour appointed for the meeting, the presiding officer shall adjourn the meeting until the next day, unless by unanimous consent the members present select another hour or day. The Clerk shall record in the minutes the names of the members present and the action taken.

d. Order of business: At each regular meeting of the Board the order of business shall be as established in the by-laws adopted by the Board.

e. Rules of Order: The conduct of Board meetings shall be governed by Robert's Rules of Order Revised, except as otherwise provided by the Charter, Code or by-laws.

f. Rights of presiding officers: The presiding officer may move, second and debate from the chair and shall not be deprived of any of the rights or privileges of Board members by reason of presiding.

g. Voting: The vote on every motion, resolution or ordinance shall be taken by roll call in alphabetical order except that the presiding officer shall be polled last. The vote of each member shall be entered in the minutes.

h. Board Committees: In order to fulfill its legislative functions, the Board shall establish and maintain the following legislative committees in order to examine any current or proposed law or problem which the Board deems worthy of study in depth before full legislative consideration may be given to it. The following committees are hereby established and given the following areas of jurisdiction:

(1) Budget and Finance. To review all aspects of the operating and capital budget, execution of Board budgetary policies and matters relating to the financial health of the County

(2) Cultural and Historic Affairs

(3) Education. To view all matters in regard to Bergen Community College, the Vocational Schools and the special School Districts.

(4) Health and Human Services. To review all matters in the area of legislative policy in health, education, welfare and other human concerns.

(5) Information Technology

(6) Labor

(7) Law and Public Safety. To review all matters in the area of law, public safety and emergency management.

(8) Organization and Internal Affairs. To function as a continuing committee to review the Administrative Code in order to achieve maximum effectiveness, and further, to examine legislation relating to administrative and personnel policy and particularly inter-agency and inter-governmental aspects in such areas as affirmative action, labor relations, contract negotiation and grant compliance, as well as to review and revise the rules and by-laws of the Board.

(9) Parks & Public Works

(10) Personnel

(11) Planning and Economic Development. To review all aspects of policy planning in terms of services, facilities and environment and infrastructure of Bergen County and the County's role in economic development, transportation and environment protection, and public and private investment in the economy.

(12) Shared Services and Intergovernmental Affairs

(13) Transportation

(14) Veterans Affairs

Each Committee shall consist of three (3) members who shall be appointed by the Chairman/woman. The Chairman/woman shall designate one to chair the committee. The

Chairman/woman may at his/her option serve as an additional member of any Committee. Two (2) members shall constitute a quorum for the conduct of Committee business.

The Committees shall from time to time submit to the Board reports and recommendations resulting from their deliberations and the Board shall determine what action to take with regard to such recommendations.

The Committees shall have the power to call before them any person/persons they deem may be helpful in the performance of their functions as committees. This power shall be subject to N.J.S.A. 40:41A-86 and this Article of the Administrative Code. Nothing in this section shall be deemed to reduce the powers, responsibilities or functions of the Board of Freeholders as described in this Code.

The Committees shall terminate with the termination of the term of the Chairman/woman.

The Committees shall be furnished, within budgetary appropriations, such staff as the Board approves by resolution.

Each Committee shall appoint a person to act as Secretary to that Committee. The Secretary shall be responsible for the recording and retaining of minutes of the Committee. The Secretary shall furnish each member of the Board of Freeholders, the County Executive and the Clerk to the Board with a copy of all minutes. The Secretary shall meet the requirements of the Open Public Meetings Chapter 121, P.L. 1975 in scheduling meetings of the Committee.

The Chairman/woman may appoint such other committees as he/she deems necessary.

I. Minutes: The Clerk to the Board shall keep minutes of all regular and special meetings. The minutes shall record the time and place of meeting, the members attending and every action of the Board whether by motion, resolution or ordinance, with the names of the mover and seconder. They may include other pertinent matter, as suggested by the Order of Business. Copies shall be provided to each Freeholder and Freeholder-Elect, to the County Executive, Counsel to the Board and to the County Counsel, as provided in the by-laws. Minutes shall be kept in permanent form as a public record.

## 2.9 Clerk, Counsel to the Board

a. The Clerk to the Board shall:

(1) have and exercise all the powers and duties now or hereafter conferred on him/her by the Charter or other applicable laws or acts of the New Jersey Legislature not inconsistent with the Charter and also such duties as may from time to time be assigned to him/her by the Board.

(2) prepare agendas for all Board meetings and forward copies of all pertinent materials in advance of each agenda to each Freeholder, Freeholder-elect, County Executive, County Counsel and Counsel to the Board.

(3) in serving as recording secretary to the Board, attend all meetings of the Board, and record all ordinances and resolutions adopted by the Board and at the close of each year, with the

advice and assistance of the County Counsel and Counsel to the Board, compile or codify true copies of all the ordinances and resolutions adopted during that year, properly indexed. He/she shall cause such copies thereof to be printed as the County governing body may require. A copy of the codified ordinances and resolutions shall be transmitted to each municipality within the County, upon request and without charge, and to any member of the general public upon request and at cost.

(4) attest to all ordinances as being duly adopted.

(5) have custody of all records of the Board.

(6) retain copies of all formal contracts in which the County is a party.

(7) secure the signature of the County Executive on all contracts and documents authorized by resolution of the Board.

(8) retain all official surety bonds furnished by any County officer or employee.

(9) have custody of the County Seal and affix the seal to such documents as may require it.

(10) serve as administrative liaison between the Board and the County Executive.

(11) supervise the secretarial staff of the Board.

(12) receive on behalf of the Board copies of all personnel actions taken by the Executive and acknowledge receipt of the list by preparing a resolution including the list for passage by the Board.

(13) provide for the mailing of all notices and copies of documents to municipalities as required by law.

(14) publish any legal notices required in connection with actions taken by the Board.

b. Counsel to the Board. There shall be a Counsel to the Board who shall be appointed by the Board to serve at its pleasure. Counsel shall advise the Board on legal matters and shall act as Parliamentarian at Board meetings if so designated by the Chairman. Counsel shall prepare resolutions and ordinances as required by the Board, review negotiated contracts prior to Board approval and may represent the Board in any litigation or dispute with the Executive branch and shall represent the Board in any appeals from the Planning Board.

2.10 Resolutions. Resolutions proposed by the Executive Branch shall be drafted and approved as to form and legality by the County Counsel.

Resolutions proposed by the Freeholders shall be drafted and approved as to form and legality by the Counsel to the Board.

Pursuant to N.J.S.A. 40:41A-38, the Board may act by resolution in the following areas:

- a. The establishment of a municipal advisory council pursuant to C.40:41A-29.
- b. The conduct of an inquiry or investigation pursuant to C.40:41A-29.
- c. The expression of disapproval of the suspension or dismissal of officers or employees pursuant to N.J.S.A. 40:41A-87.
- d. The exercise of the power of advice and consent to actions of the Executive. Any three members of the Board may require that a public hearing be held on any nomination by the Executive.
- e. The override of a veto of the County Executive pursuant to N.J.S.A. 40:41A-41f.
- f. The adoption of rules for the Board pursuant to N.J.S.A. 40:41A-100.
- g. The establishment of times and places for Board meetings pursuant to N.J.S.A. 40:41A-99.
- h. The establishment of the Board as a committee of the whole and the delegation of any number of its members as an ad hoc committee.
- i. The declaration of emergencies.
- j. The identification of emergency situations.
- k. Application for a County department of Civil Service.
- l. Designation of qualified newspapers.
- m. The appointment and removal of such officers and employees as the Board is permitted by law.
- n. Approval of contracts presented by the Executive. Any three members of the Board may require that a public hearing be held on any contract award involving a sum in excess of \$100,000.
- o. Actions specified as resolutions in the "Local Budget Law" (N.J.S.A. 40A:4-1 et seq.).
- p. Consent to municipal ordinances or resolutions regulating traffic or parking on county roads pursuant to section 1 of P.L. 1957, c 69 (C.39:4-197.2), except that the resolution of consent shall be subject to the approval or veto of the county executive as provided for in the case of ordinances by subsection g. of section 37 of P.L. 1972, c 154 (C. 40:41A-37g.), and to the requirements set forth therein for overriding a veto.
- q. The expression of such Board policies or opinions require no formal action by the governing body.

## 2.11 Ordinances.

a. Ordinances shall set forth the statutory authority for proceeding by ordinance and the statutory or other authority for the proposed action by the Board. An ordinance shall indicate on its face whether it is being proposed by the Executive or the Board. Ordinances proposed by the Executive Branch shall be drafted and approved as to form and legality by the County Counsel. Ordinances proposed by the Freeholders shall be drafted and approved as to form and legality by the Counsel to the Board. Each ordinance shall be prepared in writing, duplicated and distributed to the members of the Board at least forty-eight (48) hours before the executive meeting at which it may be considered.

b. An ordinance may be introduced by any member of the Board. After passage on first reading, which reading may be by title, it shall be published in the manner provided by the Charter. A copy of the each municipality in the County not less than one (1) week prior to the date of hearing on second reading. Prior to the second reading, a copy of the ordinance shall be posted on the bulletin board or other place upon which public notices are customarily posted in the building in which the Board regularly meets, and copies of the ordinance shall be made available to the general public upon request.

c. A public hearing shall be held on the proposed ordinance in the manner provided by the Charter, at which time all persons interested shall be given an opportunity to be heard concerning the ordinance. Upon the opening of the hearing, the ordinance shall be given a second reading, which reading may be by title and thereafter, it may be passed by a majority of the whole number of the Board, with or without amendments, or rejected. If any amendment be adopted altering the proposed ordinance, the ordinance as so amended may only be finally adopted, if re-advertised, pursuant to N.J.S.A. 40:41A-101b(3).

d. Upon passage, every ordinance, or its title, together with a notice of the date of passage or approval, or both, shall be published in the manner provided by the Charter; and one certified copy of the full text of every ordinance so adopted shall be filed with the Clerk of each municipality within the County not later than ten (10) days after the date of final passage.

e. Upon passage of each ordinance, the Clerk to the Board shall deliver a certified copy thereof to the County Executive within ten (10) days. If the Executive approves, the Executive shall sign and return it to the Clerk, within ten (10) days after receipt. If the Executive disapproves, the Executive shall return it to the Clerk within ten (10) days after its receipt, together with a statement of the reasons for disapproval. If the Executive does not sign the ordinance within ten (10) days from the date of its receipt and does not return it with a veto message within said period, the ordinance shall take effect according to its terms, notwithstanding the failure of the Executive to act.

2.12 Passage Over Veto. The Board shall reconsider any ordinance returned by the County Executive with a veto message pursuant to the Charter. Such reconsideration of the ordinance shall be at the next meeting of the Board which occurs not less than three (3) nor more than thirty (30) days following the return of the ordinance by the County Executive. If, upon reconsideration, two-thirds of the members of the Board, five (5), vote to override the veto, the ordinance shall take effect ten (10) days thereafter. Whenever an ordinance has been reconsidered by the Board following a veto

by the County Executive, the Clerk shall append to such ordinance a certification of the action of the Board upon such reconsideration in substantially the following form:

"I hereby certify that the above ordinance was adopted by the Board on the \_ day of \_\_\_ 20\_, and was returned to me on the \_\_ day of \_\_\_ 20\_, together with the County Executive's statement of the reasons for which he was constrained to withhold his approval of such ordinance. On reconsideration thereof on the \_ day of \_\_\_ 20\_, the Board duly resolved by the affirmative vote of two-thirds of its members to enact such ordinance notwithstanding the County Executive's veto." or "the County Executive's veto was sustained by the failure of the Board to obtain a two-thirds vote.

Dated:

Clerk"

2.13 Ordinances Not Returned by the County Executive. Whenever an ordinance shall take effect without the County Executive's signature by reason of his/her failure to return it after its passage, the Clerk shall append to such ordinance a certificate in substantially the following form:

"I hereby certify that the above ordinance was adopted by the Board on the \_ day of \_\_\_ 20\_, and was presented to the County Executive duly certified on the \_ day of \_\_\_ 20\_, and upon his failure to sign it or to return and file it with the Clerk within ten (10) days of its passage, the said ordinance took effect in like manner as if the County Executive had signed it on the tenth (10th) day after it passed.

ted:

Clerk"

2.14 Effective Date. No ordinance shall take effect less than twenty (20) days after its final passage by the Board and approval by the County Executive unless the Board shall adopt a resolution declaring an emergency and at least two-thirds of all members of the Board vote in favor of such resolution.

2.15 Recording of Ordinances and Resolutions. The Clerk to the Board shall record all ordinances and resolutions adopted by the Board and at the close of each year, with the advice and assistance of the County Counsel and Counsel to the Board, shall bind, compile or codify true copies of all the ordinances and resolutions adopted during that year, properly indexed. He/she shall cause such copies thereof to be printed as the county governing body may require. A copy of the codified ordinances and resolutions shall be transmitted to each municipality within the County, upon request and without charge, and to any member of the general public, upon request and at cost.

2.16 Appointments. The County Executive may put before the Board his/her written nominations for appointments and/or reappointments requiring Board advice and consent, with the qualifications of each nominee. The nominations shall be submitted at least five (5) days before a public meeting. Such nominations shall be voted upon no later than thirty (30) days following receipt of the nominations unless extended by mutual consent or unless a confirmation hearing is required by the Board. When multiple appointments to any body are to be confirmed, each nominee shall be considered and voted upon individually, except where the Board, by unanimous vote, chooses to entertain a group appointment.

## 2.17 Relations Between Executive and Legislative Branches.

a. Intent. It is the intent of this Code to delineate the respective powers and duties of the Executive and the Board in a manner that will facilitate the efficient operation of Bergen County while maintaining the classic and necessary system of checks and balances between the Executive and Legislative Branches.

b. Separation of Powers. The term "governing body" of the County shall be construed to include both the Board of Freeholders and the County Executive. For the purpose of the construction of all other applicable statutes, any and all administrative or executive functions heretofore assigned by general law to the Board of Freeholders shall be exercised by the County Executive, and any and all legislative functions heretofore assigned by general law to the Board of Freeholders shall be exercised by the Board, all in accordance with the separation of powers provided for in Section 86 of the Charter.

(1) Administration. The Board and individual members thereof shall deal with County employees (identified for this purpose as those employees under the control of the Executive) only through the County Executive or Administrator. All actions and communications regarding administration of the County shall be with the County Executive and his/her designated representative.

(2) Inquiry. The Board shall have complete authority under the Charter and this Code to inquire into any act or problem in administration of the County. A majority of the Board may designate one or more of its members as a special committee to consult with the County Executive on any matter and to report to the Board thereon. Any Freeholder may require a report on any aspect of County Government at any time by written request to the County Executive. Such reports shall require a written response within ten (10) days or as extended on request of the Executive.

(3) Executive Appearances. A majority of the whole Board may require the County Executive to appear before it sitting as a committee of the whole and to bring such records, reports and personnel as the Board shall request. The Executive shall have the right to be present and participate in discussions at all Board meetings without the right to vote. The Executive shall appoint the Administrator or a comparable senior administrative official who shall be present at all Board meetings unless otherwise directed by the Board and shall be qualified to provide a constant and effective communications link between the Executive and the Board.

c. Assistance in respective duties. It shall be the obligation of the Board and the Executive to assist each other whenever action is required by one to facilitate the other in performing his/her duties. To this end:

(1) The Board shall act on all nominations for appointments presented by the Executive no later than thirty (30) days after receipt of the nominations unless extended by mutual consent or unless a confirmation hearing is required by the Board.

(2) The Board shall observe N.J.S.A. 40:41A-86 and direct all communications concerning administration through the Executive.

(3) The Executive shall answer all such communications in writing within ten (10) days of receipt thereof, except as specified otherwise herein.

(4) The Executive shall forthwith sign all contracts negotiated by the Board for services to itself, subject only to availability of funds and legality of form and shall insure that all vouchers submitted and certified by the Board's approval officer shall, within the limits of available appropriations, be processed and all checks shall be issued forthwith.

(5) All persons retained by or on behalf of the Board shall be subject to Board appointment and removal.

(6) The Board shall initiate action on all legislative proposals of the Executive within ninety (90) days after receipt thereof.

(7) Upon presentation of the budget on or before January 15, the Executive shall provide the Board with copies of all agency budget requests as received in September and any amendments thereto, upon receipt thereof. He/she shall further perform the duties set forth in Article 6 hereof in a timely fashion so that the Board may examine and approve the budget in the manner intended by this Code and by law.

(8) Any new employees, or salary increases or changes in title for any employee or position, and any dismissal, resignations and retirements shall be reported to the Board on a weekly basis in writing.

(9) The Executive shall provide the Board and its members with offices, equipment and other facilities for their exclusive use which are appropriate and adequate to the Board as signified by a resolution of the Board.

(10) The Executive shall file with the Board copies of all applications for grants from state, federal or other agencies.

### Article 3 County Executive

3.1 Qualifications, Election, Term. The Executive shall be a qualified voter of the County, residing in the County. He/she shall be elected from the County at large for a term of four (4) years commencing on January 1 next following his /her election.

3.2 Salary. The salary and benefits of the Executive shall be fixed by ordinance of the Board. Such salary shall be reasonable and commensurate with the duties of office and with the fact that the position of Executive is and shall be a full-time position. The salary and benefits of the Executive may not be lowered during his /her tenure in office.

3.3 Vacancies. The office of Executive shall be deemed vacant if the incumbent moves his/her residence from the County or he/she is by death, physical or mental illness or other casualty unable to continue to serve as Executive. Any vacancy in the office of Executive shall be filled in the manner prescribed by law for the election of County officers at the next General Election occurring not less

that sixty (60) days after the occurrence of the vacancy. The Board may appoint one of its members or the Administrator to serve as acting County Executive until a successor has been elected. During the temporary absence or disability of the Executive, the Administrator shall serve as acting Executive.

3.3(i) Filling of Vacancy, Interim Selection Pending Election of Successor. (N.J.S.A. 40:41A-35.1)

In the case of a vacancy occurring with respect to a county executive who was elected as the candidate of a political party which at the last preceding general election held received the largest number of votes or the next largest number of votes in the county for members of the board of chosen freeholders, for the interim period pending the election and qualification of a permanent successor to fill the vacancy, or for the interim period constituting the remainder of the term in the case of a vacancy occurring which cannot be filled pursuant to section 35 of P.L.1972, c.154 (C.40:41A-35) at a general election, the vacancy shall be filled within 35 days by a member of the political party of which the person who vacated the office was the candidate at the time of the candidate's election thereto. The interim successor shall be selected by the appropriate political party's county committee in the same manner prescribed in subsections a. and b. of R.S.19:13-20 for selecting candidates to fill vacancies among candidates nominated at primary elections. Members of the political party's county committee who are empowered to select a candidate for the vacated office shall only nominate a candidate from the floor during the selection meeting called under R.S.19:13-20 by the chairman or chairmen of the committee and shall present written evidence of the nominee's acceptance of the nomination. A statement of the selection of that successor shall be certified to and filed with the county clerk in the same manner prescribed by subsection d. of that section for certifying statements concerning the selection of such candidates.

The county clerk shall thereupon issue to the interim successor a certificate of selection based upon that filed statement of selection, and shall sign the clerk's name and affix the seal of the State thereto, and shall without delay deliver that statement to the person selected. Adopted.L.2000,c. 131,\$2,effective September 21, 2000.

3.4 Duties. In order to exercise the executive power of Bergen County, the Executive shall:

a. Report annually to the Board and to the people by March 1 on the state of the County and the work of the previous year. He/she shall also recommend to the Board whatever action or programs he/she deems necessary for the improvement of the County and the welfare of its residents. He/she may from time to time, at his/her discretion, recommend to the Board in a manner consistent with the Code any course of action or programs he/she deems necessary or desirable for the County to undertake.

b. In accordance with Article 6 hereof, prepare and submit to the Board for its consideration and adoption, an annual operating and capital budget and program; establish the schedules and procedures to be followed by all County departments, offices and agencies in connection therewith and supervise and administer all phases of the budgetary process.

c. Enforce the County Charter, the County's laws and all general laws applicable thereto.

- d. Supervise the care and custody of all County property, institutions and agencies placed under his/her control by the Code.
- e. Supervise the collection of revenues, pre-audit and control all disbursements and expenditures and prepare a complete account of all expenditures in accordance with Article 6 and State law.
- f. Sign all contracts, bonds or other instruments requiring the consent of the County.
- g. Review, analyze and forecast trends of County services and finances and programs of all boards, commissions, agencies and other County bodies, and report and recommend thereon to the Board.
- h. Develop, install and maintain centralized budgeting, personnel and purchasing procedures as are authorized by Article 6 and 8 of this Code.
- i. Negotiate contracts for the County subject to Board approval. Make recommendations concerning the nature and location of County improvements and execute improvements approved by the Board.
- j. Assure that all terms and conditions imposed in favor of the County or its inhabitants in any statute, franchise or other contract, are faithfully kept and performed.
- k. Serve as ex officio, nonvoting member of all appointive bodies in County government.
- l. Ensure that all funds are utilized for the purposes and programs for which such funds are appropriated in the annual budget.
- m. Supervise, direct and control all County administrative departments and agencies except those designated herein as independent, non-departmental, judicial or a Constitutional Officer.
- n. Order any agency under his/her jurisdiction to undertake any task for any other agency on a temporary basis if he/she deems it necessary for the proper and efficient administration of the County government.
- o. Require reports from any agency of County government and examine its accounts, records and operations.
- p. Appoint such committees as he/she deems necessary, with the advice and consent of the Board.

### 3.5 Powers of the Executive. The Executive:

- a. Shall supervise, direct and control all County administrative departments.
- b. With the advice and consent of the Board, shall appoint the County Counsel, the Administrator, the heads of all departments and divisions created within such departments, and the members of all County boards, including advisory boards, commissions and authorities.

c. May, at his/her discretion, remove or suspend any official in the unclassified service of the County over whose office the Executive has power of appointment in accordance with the provisions of N.J.S.A. 40:41A-87b.

d. May, at his/her discretion, but subject to the Code and State Department of Personnel requirements, delegate to department heads powers of appointment and removal of their departmental employees. Such delegation shall be done by filing same in writing with the Clerk to the Board and with the Newark office of the New Jersey Department of Personnel. If the Executive does not so delegate his/her power, he/she may appoint and remove, subject to State Personnel requirements, all employees whose positions have been created in accordance with the Code and the manner of whose appointment or removal is not specified herein.

e. May require reports and examine the accounts, records and operation of any agency of County government, at any time.

f. May, at his/her discretion, order any agency under his/her jurisdiction as specified in the Administrative Code to undertake any task for any other agency on a temporary basis if he/she deems it necessary for the proper and efficient administration of the County government.

g. Shall approve each ordinance of the Board by signing it, or may veto any ordinance by returning it to the Clerk to the Board within ten (10) days of receipt with a written statement of his/her objections to the ordinance. If two-thirds of the full membership of the Board, upon consideration of the measure, shall vote for it, the Executive's veto shall be overridden and the ordinance shall become law without the Executive's signature in accordance with the provisions of law.

h. Shall review and approve or veto, within 10 days of delivery to him, except as otherwise provided herein, all or part of the minutes of every meeting of a county authority organized pursuant to the provisions of P.L.1946, c.138 (C.40:14A-1 et seq.), P.L.1957, c.183 (C.40-1:14B-1 et seq.) or P.L. 1960, c.183 (C.40:37A-44 et seq.). If within the 10-day period, the county executive returns to the authority and to the board of freeholders the copy of the minutes of any action taken by the authority or any member thereof at a meeting, together with a written explanation of the reasons for his veto of the action, that action shall be of no effect unless the board of freeholders overrides the veto of the action by a majority vote of its full membership within 10 days of the receipt of the veto action. The county executive may approval all or any part of an action taken at a meeting prior to the expiration of the 10-day period. If the county executive takes no action with respect to the minutes within the 10-day period, the minutes shall be deemed approved. The veto powers accorded under this subsection shall not affect in any way the covenants contained in the bond indentures of the authority, or any collective bargaining agreement or binding arbitration decisions affecting employees of the authority.

No resolution or other action of the authority providing for the issuance or refunding of bonds or other financial obligations shall be adopted or otherwise made effective by the authority without the approval in writing of the county executive. This power shall be exercised with due regard for the rights of the holders of bonds of the authority at any time outstanding, and nothing in, or done pursuant to, this subsection shall in any way limit, restrict or alter the obligation or powers of the authority or any representative or officer of the authority to carry out and perform in every detail

each and every covenant, agreement or contract at any time made or entered into by or on behalf of the authority with respect to its bonds or for the benefit, protection or security of the holders thereof.

If two-thirds or more of the members of an authority make a determination that an action taken at a meeting is in response to an emergency situation, a copy of the minutes of that meeting shall be delivered to the county executive as soon as practicable following the meeting and the county executive shall have up to 24 hours after the copy of the minutes has been delivered to approve or veto the minutes of that meeting. If the county executive takes no action with respect to the minutes within the 24-hour period, the minutes shall be deemed approved. If, within the 24-hour period, the county executive returns to the authority and to the board of freeholders the copy of the minutes with a veto of any action taken by the authority or any member thereof at the meetings, together with a written explanation of the reasons for his veto of the action, that action shall be of no effect unless the board of freeholders overrides the veto of the action by a majority vote of its full membership within 48 hours of the receipt of the veto action. Adopted. L. 1972, c. 154, §12; L. 1975, c. 257, §1; L.1978, c. 141, §2; L. 1995, c. 91, §1, effective April 21, 1995.

i. May order cessation of expenditures by any agency under his/her jurisdiction when necessitated by a revenue shortfall or when he/she has cause to believe that the agency is not using the funds for the purposes for which they were appropriated.

### 3.6 Presence At Board Meetings

a. The Executive shall have the right to be present and participate in discussions at all Board meetings without the right to vote.

b. The Executive shall appoint the Administrator or a comparable senior administrative official who shall be present at all Board meetings, unless otherwise directed by the Board, and shall be qualified to provide a constant and effective communications link between the Executive and the Board.

## Article 4 Administrator

4.1 Appointment. The Executive shall appoint an Administrator who shall serve at his/her pleasure. The Board, shall advise and consent to his/her nomination but shall not prevent his/her suspension or dismissal by passage of a resolution of disapproval. In the event of his/her dismissal by the Executive, the Administrator shall not be entitled to a hearing.

4.2 Qualifications. The Administrator shall, prior to his/her appointment, have acquired the education, skills and experience necessary to serve as the chief professional administrative officer of a major urban county. A minimum of a Master's Degree or equivalent is required, plus at least two (2) years experience in Public Management. He need not be a resident of the County at the time of his appointment, but during his tenure he may live outside the County, only with the permission of the County Executive.

3 Duties. The Administrator shall:

a. The administrator shall be responsible only to the executive. He shall, under the direction and supervision of the Executive, assist in the orderly and efficient administration of the County, performing whatever supervisory or administrative duties the Executive deems necessary and proper.

b. Serve as the temporary or permanent head of County department or departments, as determined by the Executive.

c. Serve as acting Executive when the Executive is temporarily absent or unable to serve.

d. In the event that the Executive does not appoint the Administrator as permanent head of a major department, the Administrator shall exercise, on behalf of the Executive, broad administrative and supervisory responsibilities over all agencies under the jurisdiction of the Executive.

## Article 5 Contracts and Purchases

5.1 Contracts Generally. Within the limits of available appropriations, the County Executive may enter into contracts with the approval of the Board of Freeholders. The contracts shall contain language in a form approved by County Counsel. The document shall be signed by the County Executive and witnessed.

5.2 Bidding Procedures. All purchases which require competitive bidding shall conform to the Local Public Contracts Law, N.J.S.A. 40A:11-1 to 40A:11-40.

5.3 Award of Contracts. Where contracts are let by competitive bidding, the County Purchasing Agent shall act as the County's "Contracting Agent" pursuant to law. He/she shall recommend such contract in the manner provided by law.

5.4 Purchasing Organization. The Executive shall maintain a centralized purchasing system for all departments of the County. The system shall be designed to promote and maintain the highest ideals of integrity in all public procurement.

5.5 Purchasing Generally. All purchases of any supplies, materials, equipment or contractual services for any department shall be made by the County Purchasing Agent in the Division of Purchasing in the Department of Administration and Finance, pursuant to a written requisition from a Department Head or his/her authorized representative. A certification from the Division of the Treasurer, that a sufficient unencumbered balance of appropriations is available to pay for the items or services requested, is required. All purchases not let by competitive bidding shall be awarded by the Purchasing Agent pursuant to the Local Public Contracts Law, and such awards shall be reported to the Executive and the Board on a monthly basis.

5.6 Confirmation of Delivery. Immediately following delivery of items ordered, the authorized departmental representative shall forward the receiving report to the Division of Fiscal Operations.

5.7 Construction Projects. Public bids for the construction or reconstruction of county buildings, the repair of county roads, bridges and drainage projects shall be handled by the Division of General Services or the Public Works Engineering Division, according to the nature of the bid.

## Article 6 Budget and Fiscal Procedures

6.1 Fiscal Year. The fiscal year of the County shall begin on the first day of January and shall end on the thirty-first of December in each year.

## 6.2 Budget Preparation General

The County budget shall be prepared by the Executive. On or before September 1, the Executive shall establish the schedules and procedures to be followed by all County agencies for the purpose of submitting budget requests for the next ensuing budget year. These schedules shall provide for transmission of information including but not limited to:

- a. Expenditure by sub-symbol for each operating unit in the submitting agency for the proposed budget year, the two (2) past fiscal years, and estimated figures for the current fiscal year.
- b. Data on all budgeted positions, including, but not limited to, present and projected vacancies and savings estimated and whether the positions budgeted are classified or unclassified. In addition, the method of calculation of the salary accounts for all departments shall be shown.
- c. All emergency or supplementary appropriations utilized by the unit during the present year.
- d. Full statistical and written narrative justification for all budget requests.
- e. All schedules shall provide for a full description of the supporting minor line items of expenditures to enable the Board to have the fullest possible understanding of the request and to give an accurate statement of the cost, personnel, materials and supplies, contractual services and other budget elements.
- f. All initial agency submissions shall be on budget forms providing for submission of the above specified information on or before October 15. The budget of any agency which has failed to submit a budget by October 15 shall be prepared by the Executive.

g. The Executive shall institute a system of prioritizing his/her budget recommendations to the Board. Such system shall identify programs, elements and activities within each agency in a priority order indicating the various levels at which they should be funded, if at all, with the lowest possible cost consistent with a reasonable degree of efficiency and effectiveness of performance.

## 6.3 The Budget Document

a. On or before January 15, the Executive, after such review, analysis and hearing as he/she deems necessary, shall submit to the Board a budget document consisting of the proposed County budget and a budget message.

b. The budget shall be in such form as will comply with the Local Budget Law, together with such additional schedules and analyses as are mandated by the Code and as the Board may require. The budget document shall be indexed as to all units and programs. The budget shall also contain a recommended budget for the Board of Freeholders based on information supplied to the Executive by the Board.

c. The budget shall include and reflect the total projected annual expenditure to be expended regardless of the source.

d. The budget shall include and reflect the total projected annual expenditure of each and every non-County agency requesting any amount of County funding, and shall also include all sources or projected sources of revenue to be received and expended regardless of the source.

e. The budget message shall embody the complete proposed financial program of the County. It shall outline the proposed financial policies of the County for the ensuing fiscal year, describe the important features of the budget plan, and indicate its major objectives. It shall indicate any major changes in financial policies and in expenditures, appropriations and revenues as compared with the preceding fiscal year and shall set forth reasons for the changes.

f. It shall be the duty of the Executive to present to the Board in a timely fashion all information as requested by the Board for its consideration of the budget. Within ten (10) days after submission of the budget to the Board, the Board shall file with the Executive a schedule of requests for information and appearances by County officials. The Executive shall provide all such information as requested at that time, or in subsequent requests, within forty-eight (48) hours after receipt thereof or within such extension thereof as the Board, through its Chairman, may authorize for good cause. He/she shall further provide that all such County personnel as are requested to testify on the budget appear at the time and place requested. All Board requests for appearances by County personnel shall be filed with the Executive at least forty-eight (48) hours before the time set for such appearance, except that once a person has appeared, he/she may be recalled directly by the Board to continue or clarify his/her testimony. Any written information requested by any member of the Board during testimony shall be supplied within seventy-two (72) hours after it has been orally requested during such testimony.

g. The Executive shall be responsible for providing the Board with twelve (12) copies of his/her budget document and all related documents, arranging for all required publication of the budget, and for providing the Board with copies of the adopted budget with schedules including final figures as to appropriation, budgeted positions and specific changes in all function and programs as originally proposed in the budget document as first submitted.

#### 6.4 Capital Budget and Program

a. The Executive shall annually prepare both a capital budget and a capital program, the latter to consist of a capital improvement program of proposed and projected capital undertakings by the County during the ensuing six (6) years. The capital budget shall be submitted with the operating budget.

b. The capital budget and program shall be in such form and contents as may be required pursuant to law. The capital program shall include:

- (1) A clear summary of its contents.

(2) A list of all capital improvements which are proposed to be undertaken during the six (6) fiscal years next ensuing, with appropriate supporting information as to the necessity for such improvements.

(3) Cost estimates, method of financing and recommended priorities and time schedules for each such improvement.

#### 6.5 Board Action

The Board shall consider and act upon the Executive's recommended budget in accordance with the requirements of the Local Budget Law, and shall have the right to amend the budget by increasing or decreasing line items or by eliminating or adding items.

6.6 Budget Operation. Budget appropriations shall be controlled by an encumbrance system which shall be prescribed and established by the Executive. No payment shall be authorized or made and no obligations shall be incurred against the County except in accordance with appropriations duly made. There shall be established a system of position control to be administered by the Department of Administration and Finance. The Executive shall submit to the Board periodic reports indicating the number of employees on the payroll as of the latest payroll period and any changes from the previous report as compared to the number of positions recommended by the Executive or as otherwise adopted by the board.

#### 6.7 Financial Reports to the Board

a. The County Executive has a duty to supervise and administer all phases of the budgetary process, and to review, analyze and forecast trends of county services and finances and programs of all boards, commissions, agencies and other county bodies, pursuant to N.J.S.A.40:41A-36. The County Executive also has a duty to report his or her findings to the Board of Freeholders, pursuant to N.J.S.A.40:41A-36. The Executive shall file monthly, year to date expenditure and revenue reports with the Clerk to the Board on the 15<sup>th</sup> of each month following the last month reflected in the reports. These reports shall show totals for the fiscal year to date, comparison of the budget to actual revenue and comparison of the budget to actual expenditures, and information as to current utilization shall be included. Such reports shall be annexed in the same manner as the annual budget. The reports, based on budget chart of accounts approved by the Board and Executive, will describe expenditures and revenue during the previous month as follows:<sup>6</sup>

(1) By Department and Division for both salary and other expenses.

(2) For non-departmental, autonomous, judicial and constitutional officer agencies.

b. Any agencies which are not placed under the administration of the Executive by this Code and which operate in whole or in part with funds supplied by the County, shall file such reports as are described in 6.7a hereof, including any statement indicating divergences between budgeted expenditure of money, personnel or equipment and actual use of same.

6.8 Payment of Claims. No bill, demand or claim shall be paid unless it contains a detailed statement of the items or demand, specifying particularly how the bill or demand is made up, and a certification of the party claiming payment that it is correct; nor shall any bill, claim or demand be paid unless the voucher on which it is presented carries a certification of the head of the department,

office or agency, or of his/her duly designated representative having personal knowledge of the facts, that the goods have been received by, or the services rendered to, the County. The procedure shall be follows:

a. All bills, claims and demands against the County shall be submitted on a voucher form designed by the Treasurer and approved by the Executive. All such vouchers shall be approved by the department head and audited and approved by the Division of Fiscal Operations. Checks in payment shall be disbursed by the Treasurer in accordance with the authority given to the County Executive by N.J.S.A. 40:41A-36e. The authority of the Executive to control all disbursements and expenditures shall relieve the Board of Freeholders of any requirement for the approval of such expenditures as is set forth in N.J.S.A. 40A:5-17 (which applies to counties not operating under the Executive plan). The Executive, in accordance with N.J.S.A. 40:41A-36e, shall have the Treasurer prepare a complete account of all expenditures on a bi-weekly basis and shall submit copies of such listing to the Clerk to the Board of Freeholders for distribution to the Board and as a public record of such expenditures.

b. Disbursement shall be made by check based on approval of the Department Head and the Division of Fiscal Operations and certified by the Treasurer to the Executive. The checks for other expense payments shall be signed by the Treasurer. Payroll checks may be issued only after approval of the payroll by the Division of Fiscal Operations and shall be signed by the Treasurer.

#### 6.9 Payroll Procedure.

a. Salaries, wages and other compensation of all officers and employees of the County shall be paid in accordance with a schedule established by the Executive. The head of each department, office, or agency shall certify to the Division of Fiscal Operations, on forms prescribed by the Executive, the names and positions of all persons employed by the department who are entitled to be paid in the next ensuing payroll. The Division of Fiscal Operations shall review the payroll reports and shall certify them to the Treasurer who shall then complete a payroll for the County and prepare and sign the checks.

b. The Executive is authorized to institute and maintain a program of random check delivery and to file reports thereon with the Board.

c. For the purposes of calculating the amount of the annual salary to be paid to each employee in each pay period, the Treasurer shall divide the annual salary by the number of pay periods there shall be in that particular year.

d. No full-time Elected County Officials (County Executive, Sheriff, Surrogate, and County Clerk) shall be allowed to carry vacation and sick days over to the following year. No full-time Elected Officials will be paid for any remaining vacation and sick days upon leaving office. No elected County Freeholder will be paid for any vacation and sick days upon leaving office, nor will they be permitted to receive any separation pay based on years of service to the County.

#### 6.10 Miscellaneous.

a. The Executive is authorized to issue supplemental payroll checks in order to provide payment to employees who have been authorized to be paid but whose name has not appeared on the departmental payroll.

b. The Board may annually establish petty cash funds in accordance with law.

c. The Board, or any Freeholder, upon written notice to the Executive shall be free to examine the financial records of the County at any time, either personally or through a duly authorized representative.

d. Transfer of budget funds from one budget line item to another shall require a resolution of approval by the Board.

## Article 7 Constitutional and Judicial Officers

### Constitutional Officers

7.1 Generally. The Sheriff, Surrogate and County Clerk are recognized as Constitutional Officers.

7.2 Department Heads. The officers, employees, property and activities under the jurisdiction of each of the Constitutional Officers, as provided by law, shall respectively be deemed equivalent to a department with the Constitutional Officer as its head.

7.3 Organization and Administration. Each of the Constitutional officers shall be subject to such direction and supervision with respect to programs, functions, powers and duties as may be otherwise provided by law and shall be subject to the requirements of the Charter and Code as to budgetary matters, financial controls, personnel procedures and purchasing. Each of the Constitutional officers shall be represented by the County Counsel in all legal matters including, but not limited to, litigation, appeals in court, proceedings before any administrative agency and in other appropriate matters. If the County Counsel should be disqualified with respect to the representation of a Constitutional officer in any matter, the provisions of Article 8.4.2.g shall apply.

7.4 The Sheriff, upon the recommendation of the Executive and a resolution of approval by the Board, shall operate the Jail, Jail Annex and the Bureau of Identification.

### Judicial Functions

7.5 Generally. The County-level Courts, Surrogate, Probation, Jury Management and Law Library are subject to the rule making power of the Supreme Court and the Administrative direction and supervision of the Chief Justice. They are not, therefore, considered as departments of County government. The Executive shall act as the liaison with the courts.

7.6 Advisory Board. The Youth Services Commission shall be an advisory board to the Judiciary in accordance with statute.

7.7 Fiscal Matters. To the extent that the agencies described in Section 7.4 of this Article are supported by County appropriations, they shall be subject to the requirements of the Charter and the Code as to budgetary matters, financial controls, personnel management and purchasing.

## Article 8 Departments

8.0 a. General. There shall be 8 departments organized under the jurisdiction of the Executive. They shall be:

- (1) Administration and Finance
- (2) Health
- (3) Human Services
- (4) Law
- (5) Public Safety
- (6) Public Works
- (7) Parks
- (8) Planning and Economic Development

b. Intent. It is the intent of this Code to establish basic units for the conduct of County affairs and the performance of services. The Board recognizes that the day-to-day administration of County affairs is within the jurisdiction of the Executive. Therefore, the Executive shall have the right to present to the Board proposed re-organizational plans within departments. If the Board has not expressed its disapproval of such plan by resolution within thirty (30) days from the receipt of the plan, the Executive may promulgate the plan as an administrative regulation, unless extended by mutual consent in writing. The Board shall then amend the Code to reflect such action.

c. Qualifications of Department Head and Division Directors. Each department head shall have academic training and significant practical experience in at least one (1) discipline within the department's area of concern and shall have proven administrative ability. The head of each Division shall have some formal training in the major function of that division and some practical experience therein.

d. The Executive shall have the right to appoint one person to head more than one division.

e. Advisory Boards. In all instances where advisory boards are created under this Code, they shall consist of at least five (5) members plus one (1) Freeholder member, and one (1) alternate Freeholder member. Freeholder members shall be voting members. The Board shall by resolution establish the number of members of the board. The members shall be nominated by the Executive subject to the advice and consent of the Board. In those instances where Freeholders are to be members of an advisory board, they shall be appointed by the Chairman/woman of the Board.

Each advisory board shall have broad authority to organize itself and to study the functions and services in its area of concern and to propose such programs and innovations as it feels would be beneficial to the County and its citizens.

The composition of each advisory board shall be such that it reflects the population of the County and the public served by the agency. Such boards shall be broadly representative of the County's political and ethnic makeup and shall have representation of both sexes.

Advisory boards shall be provided with such meeting facilities and secretarial and logistical assistance as is necessary for them to fulfill their function of advising the Executive, the Board and the department to which they are attached. Each department shall be responsible for the provision of such assistance as is required.

Terms for advisory boards shall be staggered three (3) year terms. At the time of initial appointment of advisory boards the terms shall be divided into 1, 2 and 3 year terms evenly spread among the membership. In the case of advisory boards established under statute or federal requirements, the terms and the number of members shall be as set forth therein.

### 8.1 Department of Administration and Finance

8.1.1 Department Generally. The Director of the Department shall be appointed by the Executive with the advise and consent of the Board.

8.1.2 Divisions. The Department shall be divided into the following divisions:

- a. Fiscal Operations
- b. Treasurer
- c. Purchasing
- d. Data Processing
- e. Personnel
- f. Public Information
- g. Risk Management

### 8.1.3. Division of Fiscal Operations.

a. The Executive shall appoint the Head of the Division of Fiscal Operations with the advice and consent of the Board. The Division Head shall report directly to the Department Director.

b. The function of the Office of the Fiscal Operations shall be as follows:

(1) Assist the Executive in preparing and evaluating budget estimates and in preparing comprehensive operating and capital budgets.

(2) Study present and future program needs, consider alternative means of satisfying these needs, recommend to the Executive new and revised programs and continually review existing operations to determine how they may be improved.

(3) Maintain continuing and specialized study of County organization and management in the interest of economy and efficiency.

(4) Assist the departments and other budgeted agencies in the evaluation and selection of federal and state aid programs of interest to the County, expedite the required applications and be responsible for financial control of contracts and reporting procedures and compliance for all federal and state reimbursements to the county.

(5) Develop and maintain management information systems to keep the Executive and the Board informed of trends and progress in County government and problems which may be anticipated.

(6) Review, evaluate and recommend data processing systems and their applications in the management of County functions.

(7) Be responsible for assisting in the development of all grant applications; be responsible for implementation, management and enforcement of grants management procedures and financial control and compliance; develop, implement and monitor a grant management payroll allocation system for all grants.

(8) Develop, implement and monitor a contract administrative system.

(9) Be responsible for updating and monitoring the indirect cost allocation rate and developing new applications of the rate and coordinate with federal and state agencies on the utilization of such rates.

(10) Report to the Executive and the Administrator for submission to the Board any and all discrepancies or variations which might create budget over-expenditures and any and all information of an unusual nature with regard to the operation and administration of all grants so that the Executive and the Board shall be notified at the earliest possible date of any difficulty.

(11) Prescribe and enforce a uniform system of accounts for all departments and other budgeted agencies under the County government.

(12) Pre-audit and approve for payment all bills, claims and demands against the County, including payroll.

(13) Require reports of receipts and disbursements of each department and other budgeted agency to be made daily or at such intervals as the Department Head may determine will best protect the County's interest.

(14) Operate and maintain a central payroll system covering all personnel paid out of funds appropriated by the Board.

(15) Control all expenditures to assure that budget appropriations are not exceeded, in compliance with the Local Budget Law; pass on each proposed expenditure for conformity with the Charter and Code and approve payment of bills, claims and demands and payrolls upon the proper certification of the appropriate department head and in accordance with the results of the pre-audit.

#### 8.1.4 Division of the Treasurer.

a. The Head of the Division of the Treasurer shall be the County Treasurer who shall be appointed by the Executive with the advice and consent of the Board. The Division shall:

(1) Receive and deposit all funds of the County in depositories designated by the Board: Report to the Board the amounts deposited, the institutions of deposit and the rates of interest received.

(2) Maintain and reconcile records of deposits and withdrawals from all County depositories.

(3) Manage the investment of idle County funds pending their use in current operations and have custody of all investments and invested funds of the County, or in the possession of the County in a fiduciary capacity, except as may be otherwise provided by law.

(4) Administer the County debt and have the safekeeping of all bonds and notes of the County and the receipt and delivery of County bonds and notes for transfer, registration or exchange.

(5) Make disbursements of County funds by individual check for each bill, claim and demand authorized to be paid, except that a single check may be used for an entire payroll or part of a payroll.

(6) Install and maintain the County's central accounting system and records.

(7) Unless the County Treasurer shall certify that there is an unencumbered balance of appropriations and funds available within the approved allotment, no appropriation shall be encumbered and no expenditures shall be made by any department. The Division shall install and maintain books and records of account for the exercise of the financial and budgetary controls herein required.

b. Each check shall be authorized, signed and countersigned as provided in Article 6 of the Code. The Executive may prescribe such additional procedures for the control of disbursements as may be desirable to protect the public interest.

c. Access to safe deposit boxes used or rented by the County shall be restricted to the County Treasurer or Acting County Treasurer in conjunction with the Executive or his/her designee.

d. At the direction of the Executive, the Treasurer may act as custodian of funds for the various autonomous school boards.

8.1.5 Division of Purchasing. The Head of the Division of Purchasing shall be the Purchasing Agent who shall be appointed by the Executive with the advice and consent of the Board. The Division shall:

a. Establish, maintain and operate, in accordance with regulations prescribed by the Executive and by the Local Public Contracts Law, a centralized purchasing system for the procurement, storage and distribution of supplies, materials and equipment required by all County departments and budgeted agencies.

b. Be responsible for the collection, sale and disposal of surplus property.

c. Develop and install a comprehensive inventory and control system for all equipment.

8.1.6 Division of Data Processing. The Head of the Division shall be the Director of Data Processing who shall be appointed by the Executive with the advice and consent of the Board. The Division shall:

a. Operate and maintain central facilities for data processing.

b. Process the payroll.

c. Prepare reports, analyses and print-outs at the request of the Executive or the Administrator.

d. Provide such services to other departments as shall be directed by the Executive or the Administrator.

8.1.7 Division of Personnel. The Head of the Division shall be the Personnel Director who shall be appointed by the Executive with the advice and consent of the Board. The Division shall:

a. Develop and administer the County's personnel program, including job classification and pay plans, active recruitment of needed personnel and in-service training programs.

b. Maintain personnel records for each County officer and employee, including the education, training and experience of the employee, any professional or trade licenses held, all personnel actions taken with respect to the employee, including compensation, civil service and pension status and such other pertinent information as the Executive may require.

c. Administer an orderly procedure for the consideration, review and adjustment of employee personnel problems.

d. Coordinate the appointment and removal of County employees within various departments; review and report on proposed appointment, promotion, transfers and discharges to the Executive.

e. Study present and project future labor market trends and wage levels, and conduct comparisons of salaries paid to like titles in other counties and municipalities.

f. Assist the Executive and the Board to insure that the County abides by the affirmative action requirements to appoint, evaluate and promote employees without regard to race, sex, color, marital status, religion, age, physical disability, political affiliation, national origin or liability for service in the armed forces of the United States. It is the policy of the County to provide equal employment opportunities in all phases of employment.

g. To ensure that affirmative action is an ongoing activity, there shall be included in the Personnel Department the position of Affirmative Action Officer. The Affirmative Action Officer shall be directly responsible to the Executive in all matters relating to affirmative action, but shall keep the Personnel Director advised on all such matters.

h. Provide assistance in collective bargaining for the County as requested by the Executive.

8.1.8 Division of Public Information. The Head of the Division shall be the Public Information Officer who shall be appointed by the Executive with the advice and consent of the Board. The Division shall develop a public information program to provide the public with information on County programs and activities.

8.1.9 Division of Risk Management. The Division shall be headed by a Director who shall be appointed by the Executive with the advice and consent of the Board. The Division shall be responsible for:

a. Developing and administering such self-insurance programs as shall be recommended by the Executive and approved by the Board.

b. Providing coverage by outside insurance firms in those areas where the decision is made not to have a self insurance program.

c. Provide reports to the Director and the Executive as to costs, experience and recommendations for improvements in the program.

d. Maintaining records on the value of County properties and equipment.

8.1.10 Administrative Rules and Regulations. The Executive, through the Department of Administration and Finance, shall:

a. Make, promulgate and enforce rules and regulations governing care, use and custody of County property, the rendering of services by any department and the conduct and discipline of employees in any department. All rules and regulations relating to the internal management of the County or any part thereof shall become effective fifteen (15) days after being filed with the Clerk to the Board. The rules and regulations shall be posted in all departments and agencies.

b. A declaration by the County Executive that an emergency situation affecting public health, safety and welfare exists shall permit immediate implementation of such rule or regulation.

8.1.12 Advisory Board. There shall be the following advisory board in the Department of Administration and Finance:

Equal Employment opportunity Advisory Council.

The advisory boards shall be established in accordance with Article 8.0.e. In those instances where the advisory boards are established by statute or federal regulation the number of members and terms set forth in the statute or regulation shall apply.

## 8.2.0 Department of Health

8.2.1 Department Generally. The Director of the Department shall be appointed by the Executive with the advice and consent of the Board.

8.2.2 Divisions. The Department shall have the duties described below and shall be divided into the following divisions:

- a. Public Health
- b. Mental Health
- c. Animal Center
- e. Adolescent Alcohol (Network)
- f. Intoxicated Driver Recovery Center

8.2.3 Division of Public Health. The Division shall be headed by a Director who shall be appointed by the Executive with the advice and consent of the Board. The Division shall be divided into the following offices:

a. Office of Health Promotion which shall include, but shall not be limited to, community health by assessing the health needs of community, mobilizing residents, identifying resources for health promotion initiatives, formulating and implementing action plans to improve the health of the community, acting as a community information resource, and conducting outcome-oriented evaluation strategies.

b. Office of Alcoholism and Drug Dependency which shall include, but shall not be limited to, such programs as the function of a County Alcoholism Authority under P.L. 1983, Chapter 531, a social detoxification program, the operation of Spring House for the rehabilitation of women with alcohol problems, an alcohol court referral program, the County Employee Assistance Program and a drug dependency program.

c. Office of Public Health Nursing which shall include, but shall not be limited to, such programs as chronic disease prevention, communicable disease control, an employee health unit, special child health services, work with the Southwest Health Center, maternal child health, supervision of special projects and mental health nursing consultation.

d. Office of Administration which shall include, but shall not be limited to, such programs as inter-local contracts, operation of the Adult Day Care Center in Paramus, public health nutrition, operation of the Southeast Health Center and a school based dental health program.

e. Office of Environmental Health which shall include, but shall not be limited to, such programs as general sanitation, environmental protection, occupational health and supervision of the "Right to Know" Act.

8.2.4 Division of Mental Health. The Division shall be headed by a Director who shall be appointed by the Executive with the advice and consent of the Board. The Division shall:

a. Provide administrative services and advice to the County Mental Health Board in conjunction with the allocation by that Board of State funds.

b. Provide administrative services and advice to the County Mental Health Board in conjunction with the recommendations by the Board to the Executive for the allocation of Aid to Mental Health county funds. The Executive shall review the recommendations of the County Mental

Health Board with regard to such allocations and shall submit to the Board for its approval either the recommendations of the Mental Health Board or his/her revisions to such recommendations.

c. The makeup of the Mental Health Board shall conform to the statutory requirements. Appointments shall be made by the Executive with the advice and consent of the Board.

8.2.5 Division of the Animal Center. The Division shall be headed by a Director who shall be appointed by the Executive with the advice and consent of the Board. The Division shall:

a. Operate the County Animal Shelter.

b. Promote a program for the adoption of animals left at the shelter or picked up under contract arrangements with various municipalities.

c. Contract with municipal and other agencies in the County for animal control on an annual fee basis or on a per case basis as shall be determined by the Executive.

d. Provide for the humane destruction of animals which cannot be adopted out.

e. Attempt to make the Center a self sufficient operation and report annually to the Board on its progress to that goal.

8.2.7 Division of Adolescent Alcohol (Network). The Division shall be headed by a Director who shall be appointed by the Executive with the advice and consent of the Board. The Division shall provide a residential program of counseling and training for adolescent alcoholics referred by appropriate agencies.

8.2.8 Division of Intoxicated Driver Recovery Center. The Division shall be headed by a Director who shall be appointed by the Executive with the advice and consent of the Board. The Division shall provide a training program for drunk drivers referred by the courts and other appropriate agencies.

8.2.9 Bergen County Health Care Center. The Division shall be headed by a Director who shall be appointed by the Executive with the advice and consent of the Board and who shall report to the Department Head. The Division shall:

a. Provide a residential program for frail elderly residents of Bergen County.

b. Provide to the Executive and the Division of Fiscal Operations regular reports with regard to budget expenditures and revenues in form determined by the Executive, and in addition provide reports as to the level of care being provided to patients along with statistics as to bed capacity and occupancy.

8.2.10 Advisory Boards. There shall be the following advisory boards within the Department of Health:

- a. Local Advisory Committee on Alcoholism
- b. Animal Center Committee
- c. Mental Health Board
- d. Public Health Advisory Council
- e. Employees Assistance Program

The advisory board shall consist of such number of members as shall be established by resolution of the Board and shall function under the guidelines in Article 8.0.e. In those instances where advisory boards are established by statute or federal regulation, the number of members and terms set forth in the statute or regulation shall apply.

8.3.0 Department of Human Services

8.3.1 Department Generally. The Director of the Department shall be appointed by the Executive with the advice and consent of the Board.

8.3.2 Divisions. The Department shall have the duties described below and shall be divided into the following divisions:

- a. Family Guidance
- b. Aging
- c. Community Services

8.3.4 Division of Family Guidance. The Division shall be headed by a Director who shall be appointed by the Executive with the advice and consent of the Board.

8.3.5 Offices. The Division shall consist of the following offices:

a. Administration, which shall include, but shall not be limited to, a crisis intervention program, community resources for youth and family, a crossroads program, a detention alternatives program, a sex offender treatment program, an experiential development unit including lifetrek and various wilderness programs, a community education and prevention unit and an information services unit.

- b. Juvenile Detention Center
- c. Edna B. Conklin Home (JINS)
- d. Bergen House and Stanton House
- e. Summer Recreation Program

8.3.6 Liaison. The Division of Family Guidance shall act as liaison to the State Department of Youth and Family Services in connection with child care provided by that department to children of County residents. The Division shall review with the Division of Fiscal Operations billing received from the State for children's services.

8.3.7 Division on Aging. The Division shall be headed by a Director who shall be appointed by the Executive with the advice and consent of the Board. The Division shall:

a. Operate an office on aging which shall be responsible for the administration of funds received from the federal or state governments for the benefit of the aging in the County.

b. Make recommendations to the Department Head for the utilization of such grant funds and be responsible for monitoring the expenditures and filing the required reports with the agencies involved.

c. Have supervision of the nutrition sites operated with grant funds and operate or coordinate the operation of senior citizen centers and meals on wheels programs with County or grant funds.

d. Coordinate with the Special Transportation Office in connection with transportation for senior citizens.

8.3.8 Division of Community Services. The Division shall be headed by a Director who shall be appointed by the Executive with the advice and consent of the Board. The Division shall consist of the following offices:

- a. Administration
- b. Disabled
- c. Veterans Affairs
- d. Extension Service
- e. Special Transportation
- f. Children
- g. Alternatives to Domestic Violence

#### h. Parent Workshop

#### 8.3.9 The Division shall:

a. Be responsible for providing services and assistance to veterans, children, the victims of domestic violence and to the disabled, and with coordinating an Extension Service program and the Parent Workshop program. The Division shall be responsible for the operation of the Special Transportation program.

b. Be responsible for making recommendations to the Department Head with regard to care to be provided for the homeless of the County. The Division shall be responsible for supervising any contract services resulting from such proposed programs and shall assume direct responsibility in the event such programs are operated directly by the County.

c. Be the liaison to the Community Action Program and shall make recommendations to the Department Head with regard to any proposed county contributions to that agency.

d. Act as liaison to the Commission on Women and shall provide in its budget for such supplies and personnel services as may be required.

e. Coordinate the activity of the Human Services Advisory Council in evaluating services provided by various social service agencies.

#### 8.3.10 There shall be the following advisory boards within the Department of Human Services:

- a. Advisory Board on Youth
- b. Human Services Advisory Council
- c. Veterans Advisory Council
- d. Advisory Council Office on Aging
- e. Disabled and Elderly Transportation Committee
- f. Handicapped Persons Advisory Board
- g. Women's Advisory Commission

The advisory boards shall consist of such number of members as shall be established by resolution of the Board and shall function under the guidelines in Article 8.0.e. In those instances where advisory boards are established by statute or federal regulation the number of members and terms set forth in the statute or regulation shall apply.

#### 8.4.0 Department of Law.

8.4.1 Department Generally. The Department shall be headed by a County Counsel who shall be appointed by the Executive with the advice and consent of the Board. The Counsel shall serve at the pleasure of the Executive.

8.4.2 Duties. The Counsel shall be the chief legal advisor to the Executive and to the Constitutional Officers. He/she shall be the attorney of record in all civil proceedings where the Executive or a Constitutional officer is a party. The Department shall:

a. Advise the Executive and all agencies under the jurisdiction of the Executive. Advise the Constitutional officers when requested to do so.

b. Approve the legal form and sufficiency of all contracts, deeds and other documents and pare all ordinances and resolutions requested by the Executive.

c. Represent the Executive and agencies under his/her jurisdiction in all litigation, appeals, proceedings before administrative agencies and recommend settlement in any matter where he/she feels it appropriate.

d. Maintain records of all actions, suits and proceedings relating to the County's interest and submit reports to the Executive on such matters on request.

e. Represent the Constitutional Officers in all legal matters.

f. Render advisory opinions requested by the Executive.

g. Recommend to the Executive the retaining of special counsel to aid in such cases as he deems necessary or in the event the Counsel is disqualified from representing a Constitutional Officer in any matter, the Constitutional Officer shall request representation by the Attorney General of the State. In the event the Attorney General refuses to represent the Constitutional Officer, the Constitutional officer may, within available appropriations, designate outside counsel. All outside counsel shall be retained under a professional services contract.

h. Within the Department, the Executive shall appoint a County Adjuster, with the advice and consent of the Board. The County Adjuster shall:

- 1) Analyze, review and recommend approval to the Division of Fiscal Operations of bills from State Institutions for the care of County residents in such institutions.
- 2) Make such court appearances as may be required in connection with cases arising from the institutionalization of County residents.
- 3) Make recommendations to the Executive for the adjustment of claims against residents and their estates for services provided by County institutions.
- 4) Perform such other duties as are required by statute including, but not limited to, the placement of liens against property owned by residents who have outstanding bills from County institutions.

i. There shall be appointed in the Counsel's office Assistant County Counsels who shall be recommended by the Counsel and appointed by the Executive. The Counsel shall have the right to designate a Deputy County Counsel who shall, during the absence or disability of the Counsel, possess all the powers and perform all the duties of the Counsel. All of the Counsels shall have been duly admitted to practice law in New Jersey.

j. The County Counsel and Deputy County Counsel shall be permitted to conduct private law practices.

#### 8.5.0 Department of Public Safety

8.5.1 Department of Public Safety Generally. The Division shall be headed by a Director who shall be appointed by the Executive with the advice and consent of the Board.

8.5.2 Divisions. The Department shall be divided into the following divisions:

- a. County Police Department
- b. County Medical Examiner
- c. Public Safety Education
- d. Weights & Measures
- e. Emergency Management
- f. Consumer Affairs and Office of Consumer Protection

8.5.3 Division of the County Police Department. The Division shall be headed by a Chief who shall be appointed by the Executive with the advice and consent of the Board. The Division shall be responsible for providing police services to County institutions, County roads and County parks, and to such other areas as the Executive may direct.

8.5.4 Division of the Medical Examiner. The Division shall be headed by a County Medical Examiner who shall be qualified under the requirements of the statute and who shall be appointed by the Executive for the term prescribed by law with the advice and consent of the Board. The Division shall discharge the duties of the County Medical Examiner. The Medical Examiner will continue to function in the independent status provided under the statute with regard to Medical Examiner duties but shall be responsible to the Department Director for budget and administrative purposes.

8.5.5 Division of Public Safety Education. The Division shall be headed by a Director who shall be appointed by the Executive with the advice and consent of the Board. The Division shall:

a. Operate a Law and Public Safety Institute – Police, Fire and Emergency Medical Services (EMS) Academies and provide training courses for law enforcement and fire agencies in Bergen County. Upon approval of the Executive, permit outside law enforcement and fire agencies to utilize the services of the Law and Public Safety Institute – Police, Fire and Emergency Medical Services (EMS) Academies upon payment of an appropriate fee set by resolution of the Board.

b. Provide training for volunteer first aid squads and for such other agencies as shall be approved by the Executive.

8.5.6 Division of Weights and Measures. The Division shall be headed by a Superintendent appointed by the Executive with the advice and consent of the Board. The Division shall carry out the statutory duties relating to weights and measures.

8.5.7 Division of Consumer Affairs, Office of Consumer Protection. The Division of Consumer Affairs, Office of Consumer Protection shall be headed by a Director appointed by the Executive with the advice and consent of the Board. The Division shall plan, develop and administer programs of interest and benefit to consumers of Bergen County, coordinate such services made available by Federal and/or State agencies, i.e., NJ Department of Law & Public Safety, Division of Consumer Affairs. The Division shall provide an educational program of consumer rights and laws, as well as a complaint program with mediation services. All standard operating procedures will be governed by the Consumer Fraud Act (N.J.S.A. 56:68-1 et seq.) and the regulations promulgated pursuant thereto (N.J.A.C. 13:45A-1 et seq.).

8.5.8 Division of Emergency Management. The Division shall be headed by a Director who shall be appointed by the Executive with the advice and consent of the Board. The Division shall perform the statutory functions of emergency management.

8.5.9 Advisory Boards. There shall be the following advisory boards in the Department of Public Safety:

- a. Emergency Management Advisory Board.
- b. Emergency Medical Services Advisory Board.
- c. Fire Training Education Advisory Board.
- d. Police Training Education Advisory Board.
- e. Law and Public Safety Institute Board.

The advisory boards shall be appointed in accordance with the provisions of Article 8.0.e. In those instances where advisory boards are established by statute or federal regulation, the number of members and terms set forth in the statute or regulation shall apply.

#### 8.6.0 Department of Public Works

8.6.1 Department Generally. The Department shall be headed by a Director appointed by the Executive with the advice and consent of the Board.

8.6.2 Divisions. The Department shall be divided into the following divisions:

a. Division on Administration. The Division shall be headed by a Director who shall be appointed by the Executive with the advice and consent of the Board. The Division shall be responsible for the provision of administrative services to the Department.

b. Division of Operations. The Division shall be headed by the Supervisor of Roads who shall be appointed by the Executive with the advice and consent of the Board. The Division shall repair, maintain, construct and reconstruct County roads and bridges and drainage facilities and shall operate and maintain traffic control devices and signing and shall be responsible for the care of trees in County road right of way.

c. Division of Engineering. The Division shall be headed by a County Engineer who shall be a licensed professional engineer of the State with at least five (5) years experience in public works, who shall be appointed by the Executive with the advice and consent of the Board. The Division shall provide engineering services to other County departments upon the direction of the Executive, shall maintain records of County roads and bridges, shall perform surveys and design of roads and bridges and drainage facilities, shall approve contract work for payment of claims, shall maintain records on traffic ordinances on County roads, shall coordinate activities with other counties on joint bridge operation and shall assist the County Planning Board in review of subdivision and site plans.

d. Division of Mosquito Control. The Division shall be headed by a Director who shall be appointed by the Executive with the advice and consent of the Board. The Division shall provide for the control of mosquito breeding by a program of spraying, stream clearance and other activities designed to provide the most effective control.

e. Division of General Services. The Division shall be headed by a Director who shall be appointed by the Executive with the advice and consent of the Board. The Division shall:

- (1) Maintain and repair County buildings and properties.
- (2) Provide custodial and janitorial services for all County buildings.
- (3) Operate and maintain telephone facilities for County buildings.
- (4) Supervise the preparation of plans for new buildings or for the repair and renovation of existing buildings.
- (5) Provide maintenance and repair of County owned vehicles except for those at the Division of Operations.
- (6) Provide contract administration of all building construction and repair bids awarded, including review of work done and approval of vouchers submitted for payment during the progress of the work.

## 8.7.0 Department of Parks

8.7.1 Department Generally. The Department shall be headed by a Director who shall be appointed by the Executive with the advice and consent of the Board. This person shall prepare budgets, both operating and capital, project one-range enhancements to present park areas, make recommendation on land acquisition for open space, recreational, farmland and historical. The Director is responsible for the day-to-day operations of the Parks Department.

8.7.2 Divisions. The Department shall be divided into the following Divisions:

- a. Division on Parks and Recreation
- b. Division on Cultural and Historic Affairs

8.7.3 Division on Parks. The Division shall be headed by a Director who shall be appointed by the Executive with the advice and consent of the Board. The Division shall:

- a. Develop and maintain parks and recreation facilities within the County.
- b. Develop and update long range plans for park development.
- c. Investigate sources of grant funds for park acquisition, development and recreation programs.

d. The Executive, with the approval of the Board, may lease to the highest responsible bidder on open competitive bids park lands or concessions. The period of such leases may not exceed five (5) years, (as a base) except that bids which include the construction development of a facility may be for twenty (20) years.

e. Fees may be charged by the Division for the use of park facilities when recommended by the Executive and approved by the Board.

8.7.4 Division on Cultural and Historic Affairs. The Division shall be headed by a Director who shall be appointed by the Executive with the advice and consent of the Board. The Division shall:

a. Promote cultural activities.

b. Record the historic sites of the County and coordinate the maintenance of those sites by the appropriate County department.

8.7.5 Advisory Boards. There shall be the following advisory board in the Department of Parks:

a. Historic Preservation Advisory Board

8.9.0 Department of Planning and Economic Development

8.9.1 Department Generally. The Department shall be headed by a Director who shall be appointed by the Executive with the advice and consent of the Board.

8.9.2 Divisions. The Department shall consist of the following divisions:

- a. Division of Planning and Economic Development
- b. Division of Community Development
- c. Division of Transportation Planning
- d. Division of Construction Board of Appeals

8.9.3 Planning Board. The Bergen County Planning Board is continued and shall perform the statutory duties of a County planning board. The Planning Board shall consist of the Chairman/woman of the Board of Freeholders, one (1) Freeholder member, one (1) Freeholder alternate member, all nominated by the Chairman/woman of the Board; the County Engineer, with the Assistant County Engineer to serve as alternate and six (6) citizen members and two (2) alternate citizen members to be appointed by the County Executive with the advice and consent of the Freeholders. The citizen members shall serve for the term prescribed by law and shall perform such function as provided by law, including, but not limited to, the review of subdivision and site plans. The Office of the Planning Board shall be under the direction of the Director of the Department who shall provide administrative services to the Planning Board and shall present matters to the Planning Board for decision.

8.9.4 Division of Planning and Economic Development. The Division shall be headed by a Director who shall be appointed by the Executive with the advice and consent of the Board of Freeholders. The Office of Planning and Economic Development shall:

a. Engage in long range planning relating to the development and conservation of lands and resources within the County including, without limitation, population, environmental, drainage, traffic and transportation studies.

b. Assist municipal planning agencies upon request of the Executive.

c. Provide transportation planning in coordination with any advisory boards appointed in that area.

d. Encourage, promote and stimulate the maximum use of the commercial, industrial and residential resources of the County.

- e. Provide promotional programs to inform industry of the benefits of locating within the County.
- f. Act as a coordinating office between industry and government.
- g. Assist existing industry to solve current problems and to plan for future development.
- h. Review solid waste management plans proposed by the Bergen County Utilities Authority.
- i. Meet annually at the call of the Board to report to the Board and the Executive on the findings of the Division with regard to the long range planning concepts.

8.9.5 Division of Community Development. The Head of the Division shall be the Director of Community Development who shall be appointed by the Executive with the advice and consent of the Board. The Division shall:

- a. Act as the coordinating agency in preparing recommendations on the expenditure of Community Development funds for action by the Executive and the Board.
- b. Meet with Regional Committees in the development of regional expenditure programs.
- c. Submit to the Executive and the Board a recommended plan for the expenditure of regional, County and housing funds, including the contracts with municipalities arising from Regional Committee allocations, in conformance with the regulations of the federal agency governing distribution of the funds. Final decision on all allocations shall rest with the Board.
- d. Monitor the expenditure of Community Development funds and the activity of municipal and non-profit agencies in proceeding with the work scheduled.
- e. Submit to the appropriate federal agency such reports as are required.
- f. Submit to the Executive and the Board quarterly reports indicating the status of fund allocations for the present year and any unexpended funds from prior years and recommend any appropriate changes in allocation based on the failure of work to proceed.

8.9.6 Division of Transportation Planning. The Division shall be headed by a Director appointed by the Executive with the advice and consent of the Board. the Division shall act as the coordinating agency with the State with regard to bus and rail transportation in Bergen County and shall make recommendations with regard to the Special Transportation program of the County.

8.9.7 Construction Board of Appeals. The Construction Board of Appeals, a statutory agency, shall be under the Department of Planning and Economic Development for administrative and budgetary purposes. The Construction Board of Appeals shall consist of five (5) members to be appointed by the Executive with the advice and consent of the Board to serve for the term prescribed by law. The Construction Board shall perform such functions as are provided by law. The fee for an appeal to the Construction Board of Appeals shall be fixed by resolution of the Board of Freeholders.

8.9.8 Advisory Boards. There shall be the following advisory boards in the Department of Planning and Economic Development:

- a. Community Development County-Wide Task Force
- b. Housing Task Force (Community Development)
- c. North Jersey Transportation Coordinating Council
- d. Transportation Coordinating Committee

The advisory boards shall be appointed in accordance with the provisions of Article 8.0.e. In those instances where advisory boards are established by statute or federal regulation, the number of members and terms set forth in the statute or regulation shall apply.

## Article 9 Non-Departmental Agencies

### Authorities

9.1.1 Authorities. The following Authorities, heretofore organized, shall continue to operate as provided by statute:

- a. Bergen County Utilities Authority
- b. Northwest Bergen Utilities Authority
- c. Bergen County Improvement Authority
- d. Bergen County Housing Authority

9.1.2 Minutes. The minutes of every meeting of any authority shall be promptly delivered to the Executive and Clerk. No action taken at the meeting shall be effective until approved by the Executive or until ten (10) days after the copy of the minutes shall have been delivered. If the Executive returns his copy within ten (10) days with a veto of any action taken by the Board, that action shall be of no effect. The Executive may approve all or any part of the action taken. The veto powers in this section shall not affect in any way the covenants in any existing bond indentures of any authority, nor any existing collective bargaining agreement nor any existing binding arbitration decision.

### 9.1.3 Membership.

a. The Bergen County Utilities Authority shall consist of nine (9) members appointed by the Executive with the advice and consent of the Board for five (5) year staggered terms effective on the adoption of the Code.

b. The Northwest Bergen County Utilities Authority shall consist of nine (9) members appointed by the Executive with the advice and consent of the Board for five (5) year staggered terms effective on the adoption of the Code. To the extent that more than one member is appointed at one time, the terms of such members shall be established by the Executive so that in each year, one of the members' terms shall expire in such years and no two or more members' terms shall coincide with any other members term.

c. The Bergen County Improvement Authority shall consist of five (5) members appointed by the Executive with the advice and consent of the Board for five (5) year staggered terms effective on the adoption of the Code. To the extent that more than one member is appointed at one time, the terms of such members shall be established by the Executive so that in each year, one of the members' terms shall expire in such years and no two or more members', terms shall coincide with any other members term.

d. The Bergen County Housing Authority shall consist of six (6) members appointed by the Executive with the advice and consent of the Board for five (5) year staggered terms effective on the adoption of the Code. To the extent that more than one member is appointed at one time, the terms

of such members shall be established by the Executive so that in each year, one of the members, terms shall expire in such years and no two or more members' terms shall coincide with any other members' terms.

9.1.4 Removal of Members. Members of Authorities shall be subject to removal in accordance with the procedures in N.J.S.A. 41A-87.

9.1.5 Compensation of Members. Members of each authority shall receive such compensation as may be set forth in an ordinance approved by the Board of Freeholders.

9.1.6 Annual reports. Each authority shall file with the Clerk and the Executive within sixty (60) days after the close of its fiscal year, an annual report which shall include a summary of its accomplishments, a statement of its fiscal status and a description of its goals for the coming year. Each authority shall also file an annual audit with the Clerk and the Executive.

9.1.7 Regular Reports. The Executive or the Board may request specific reports on any aspect of authority operation which reports shall be promptly forwarded. These shall include, but shall not be limited to, reports of actual expenditures versus the budget on a monthly or quarterly basis.

9.1.8 Attendance At Meetings. Failure to attend three (3) consecutive scheduled meetings without reasonable justification shall be grounds for removal of any authority member from his/her respective authority. Removal shall be initiated by the Executive but shall not become final without approval of the Board.

9.1.9 Solid Waste Management Plan. The Bergen County Utilities Authority shall be the agency responsible for making, updating and implementing the Solid Waste Management Plan for Bergen County. The authority shall report to the Executive at such times as he/she may request on the status of such plans.

#### Educational Agencies

9.2.1 Educational Agencies. The following agencies, heretofore created under the appropriate statutes, are continued and are not allocated among the County departments:

- a. Bergen County Community College
- b. Bergen County Vocational School
- c. Bergen County Special Services School

#### 9.2.2 Membership.

a. The Board of the Bergen County Community College shall consist of ten (10) members, (8) of whom shall be appointed by the Executive with the advice and consent of the Board for four (4) year staggered terms effective on the adoption of the Code. The remaining two (2) are State appointments.

b. The Board of the Bergen County Vocational School shall consist of four (4) members appointed by the Executive with the advice and consent of the Board for four (4) year staggered terms effective on the adoption of the Code.

c. The Board of the Bergen County Special Services School shall consist of six (6) members appointed by the Executive with the advice and consent of the Board for three (3) year staggered terms effective on the adoption of the Code.

9.2.3 Administration. The above agencies shall continue to function according to law. They shall be subject to the requirements of the Charter and this Code as to budgetary matters and financial

controls to the extent that they are supported by County funds. The members of the Boards shall be appointed by the Executive with the advice and consent of the Board of Freeholders. The members of the Boards of School Estimate of the above agencies shall be appointed as follows: the three (3)

Freeholder members by the Chairman/woman of the Board of Freeholders; the two (2) school board members by the president or chairman/woman of their respective boards.

9.2.4 Attendance At Meetings. Failure to attend three (3) consecutive scheduled meetings without reasonable justification shall be grounds for removal of any board member from his/her respective board. Removal shall be initiated by the Executive but shall not become final without approval of the Board.

## Boards and Offices

9.3.1 Boards. The following boards and offices, heretofore established, are continued. Except as provided herein, they shall continue to operate as provided by statute and agency policies, subject to the budgetary review of the Executive and the Board:

- a. Superintendent of Elections
- b. Commissioner of Registration
- c. Board of Elections
- d. Board of Taxation
- e. County Prosecutor

## Independent Agencies

9.4.1 Independent Agencies. The following independent agencies heretofore established, are continued. Any agency which receives a portion of its operating or capital funds from the County shall be subject to budgetary review of the Executive and the Board:

- a. Private Industry Council
- b. Community Action Program
- c. Bergen County Board of Social Services

9.4.2 Appointments. The appointments to the independent agencies shall be made by the Executive with the advice and consent of the Board, subject to the requirements of the federal regulations with regard to such agencies.

## Miscellaneous

9.5.1 Non-Departmental Agencies Generally. The governing body may by ordinance create, change, alter or dissolve agencies pursuant to law.

9.5.2 Annual Audit. Each agency shall be subject to the annual audit requirements of all other County agencies.

## Article 10 Intergovernmental Relations

10.1.1 Purpose. It is the intent of this article to bring about the maximum cooperation between the County and municipalities and between the County and state and federal governments.

10.1.2 Municipal Advisory Council. There is hereby established a Municipal Advisory Council consisting of the Mayors of all of the municipalities in the County. The Council will meet at the call of the Executive and the Board to discuss county and municipal problems, cooperation in service problems and the means of solving area-wide problems. The Council may organize itself, appoint

officers, designate committees and convene such meetings as it may deem advisable. It shall develop proposals for submission to the Executive and the Board.

10.1.3 Advisory Council on Interlocal Services. There shall be an Advisory Council on Interlocal Services, composed of the Chairman/woman of the Board, the Executive, and a Mayor from each region designated by the Municipal Advisory Council. The Council shall:

- a. Encourage contractual arrangements between the County and other governmental bodies.
- b. Advise and inform other governmental bodies of the areas of potential contracts.
- c. Stimulate interest in methods of providing cooperative services more efficiently.
- d. Serve as a clearinghouse for information concerning interlocal service arrangements.
- e. Assist in the coordination of interlocal service agreements, and particularly in the preparation of agreements between the County and the municipalities.

10.1.4 Legislative Conference. At least twice each year, the Executive and the Chairman/woman of the Board shall convene a Bergen County Legislative Conference. The Mayors of the County, the Freeholders, Congressional representatives and the New Jersey Legislative members from Bergen County shall be invited to attend. The Conference shall deal with pending or potential legislation affecting the local government of the County.

## Article 11 General Provisions

11.1 Elective offices. The offices of the Executive and the members of the Board of Chosen Freeholders, the Sheriff, Clerk and Surrogate shall be the only elective County offices. Candidates for office shall have such qualifications and be nominated and elected as required by the Charter and otherwise by law at a general election, or, if there is no general election in a year when an election is required to fill a vacancy, at an election to be held on the first Tuesday after the first Monday in November of such year, in accordance with the provisions of Title 19 of the Revised Statutes.

11.2 Vacancies, Temporary Absence or Disability. Unless otherwise provided in the Charter or Code, in the event of the temporary absence or disability of any appointed officer or employee, or in the event of a vacancy in any appointive office, the Executive may designate a qualified person to serve in such office temporarily in an acting capacity for a period not to exceed one hundred and eighty (180) days and any such appointee shall have all the functions, powers and duties of an incumbent until such absence or disability terminates or such vacancy is filled by permanent appointment.

### 11.3 Surety Bonds.

a. Every officer or employee of the County who, by virtue of his/her office or position is entrusted with the receipt, custody or expenditure of public monies and any other officer or employee who may be required to do so by the Board or Executive, shall, before entering upon the duties of his/her office or position, execute and deliver a surety bond in such amount as may be fixed by the Board, binding him/her to the County in its corporate name and conditioned upon the true and faithful performance of his/her duty. Each officer or employee required by law to give bond shall execute such a bond with sufficient surety and deliver the same to the Clerk to the Board, except that

the Clerk to the Board shall deliver his/her bond to the County Treasurer before he/she enters upon the discharge of the duties of his/her office.

b. If any officer or employee shall neglect to execute and deliver his/her bond as herein required within thirty (30) days after due notification of his/her obligation to do so, his/her office may be declared vacant by the Board.

c. In every case in which any person is required by the Charter or otherwise by law to give bond for the faithful performance of his/her duties, such bond shall be secured by a corporate surety authorized to do business in this state and the premium therefore shall be paid by the County. Each such bond shall be approved by the County Counsel as to legal form and sufficiency, and nothing in this Article shall be construed to prevent the use of one (1) or more blanket bonds when so approved.

#### 11.4 Code of Ethics

Ordinance No. 04-01 adopted by the Bergen County Board of Chosen Freeholders on January 21, 2004 to be made a part of the Bergen County Administrative Code reads as follows:

##### Section 1. Title

1.01 This document shall be known as and may be cited as the "Bergen County Code of Ethics".

##### Section 2. Findings

2.01 The Board of Chosen Freeholders of the County of Bergen finds and declares that:

a. Public office and employment are a public trust;

b. The vitality and stability of representative democracy depend upon the public's confidence in the integrity of its elected and appointed representatives;

c. Whenever there is a conflict between the private interests and the public duties of an elected official, government officer or employee, that public confidence is imperiled;

d. Government has the duty both to provide their citizens with standards by which they may determine whether public duties are being faithfully performed, and to apprise their elected officials, officers and employees of the behavior which is expected of them while conducting their public duties.

##### Section 3. Purpose and Authority

3.01 It is the purpose of this Code:

a. To provide a method of assuring that standards of ethical conduct for County elected officials, employees and officers and financial disclosure requirements for elected officials and officers of the County of Bergen shall be clear, consistent, uniform in their application, enforceable, and to provide those elected officials, officers or employees with advice and information concerning possible conflicts of interests which might arise in the conduct of their public duties;

b. It is the further purpose of this Code to implement the provisions of the Local Government Ethics Law, P.L. 1991, c.29 (N.J.S.A. 19:44A-1 et seq.)

c. To the extent applicable, this Ordinance and Code is not intended to be preempted by, but shall read in conjunction with the "New Jersey Campaign Contributions and Expenditures Reporting Act" (N.J.S.A. 19:44A-1 et seq.)

#### Section 4. Definitions

##### 4.01 As used in this Code:

a. "Agency" means any agency, board, governing body, including the chief executive officer, office, commission or other instrumentality within the County of Bergen, and any independent County authority created by or appointed under the authority of the County of Bergen, which performs functions other than of a purely advisory nature;

b. "Business organization" means any corporation, partnership, limited liability company, limited liability partnership, firm, enterprise, franchise, association, trust, sole proprietorship, union, or other legal entity;

c. "Candidate" shall mean a person who has announced that they seek the office of County Executive, Freeholder, and the County's Constitutional Officers (Sheriff, surrogate, and Clerk) and is required to file reports under the state election laws and regulations for campaign contributions;

d. "County employee" means any person, whether compensated or not, whether part-time or full-time, employed or serving on an agency who is not a County elected official or officer, as defined below:

e. "Elected Official" means the County Executive, Freeholder and the County's Constitutional Officers (Sheriff, Surrogate and Clerk.)

f. "County officer" means any person, whether compensated or not, whether part-time or full-time, who is one of the following:

- All County Administrators, including program and division
- All Board, Commission, Agency and Authority Members, unless Specifically excluded
- All Coordinators of programs, unless specifically excluded
- All County Superintendents, including Superintendents of
- All Directors and Presidents of County Departments, Divisions,
- All Agency or Authority Executive Directors
- All Agency or Authority Board Members
- Affirmative Action Officer
- Assistant Directors of County Departments, Divisions, Agencies
- Assistant Medical Examiner
- Business Administrator of Technical Schools of Bergen County
- Chief of Police
- Chief of Staff to County Executive
- Clerk to Board of Chosen Freeholders
- Counsel to all Boards and Authorities
- County Adjuster

County Engineer  
County Medical Examiner

County Tax Administrator  
County Treasurer  
Deputy Chief of Staff to County Executive  
Deputy County Counsel  
Deputy Executive Directors  
Election Supervisor  
Public Advocate, Assistant Public Advocate, Substitute Public  
Superintendent of Elections  
Undersheriffs  
Warden, County Jail

"County officer" shall also include any person who is a managerial executive as defined in section 3 of the "New Jersey Employer-Employee Relations Act", N.J.S.A. 34:13A-3, of the County of Bergen or any agency created by or appointed under the authority of the Board of Chosen Freeholders. "County Officer" shall not include a member of the Tax Board or Board of Elections or the Tax Administrator, all of whom are deemed to be State employees and covered there under.

g. "County matter" means any application, award, bid, claim, contract, license, permit, proceeding, prosecution, resolution or transaction made by, to, against or with County government or any County officer or employee.

h. "Interest" means the ownership or control of more than 10% of the profits, assets or stock of a business organization but shall not include the control of the assets in a non-profit entity or labor union.

i. "Member of immediate family" means the spouse or dependent child of any elected official, county officer, county employee as defined by N.J.S.A. 40A:9-22.3(i).

## Section 5. Ethical Standards

5.01 No elected official, county officer, county employee or member of their immediate family shall have an interest in a business organization or engage in any business, transaction, or professional activity, which is in substantial conflict with the proper discharge of his or her duties in the public interest.

5.02 (A) No independent local authority shall, for a period of one year next subsequent to the termination of office of a member of that authority:

- (i) award any contract which is not publicly bid to a former member of that authority;
- (ii) allow a former member of that authority to represent, appear for or negotiate on behalf of any party before that authority; or
- (iii) employ for compensation, except pursuant to open competitive examination in accordance with Title 11A of the New Jersey Statutes and the rules and regulations promulgated pursuant thereto, any former member of that authority.

(B) The restrictions contained in this subsection shall also apply to any business organization

in which the former authority member holds an interest.

5.03 No elected official, county officer or county employee shall act in his or her official capacity in any matter where he or she, a member of his or her immediate family or business organization in which he or she has an interest, has a direct or indirect financial or personal involvement that might reasonably be expected to impair his or her objectivity or independence or judgment.

5.04 No candidate, elected official, county officer or county employee shall use or attempt to use his or her official position to secure unwarranted privileges or advantages for himself or others.

5.05 No elected official, county officer or county employee shall undertake any employment or service, whether compensated or not, which might reasonably be expected to prejudice his or her independence of judgment in the exercise of his or her official duties.

5.06 No elected official, candidate, county officer or county employee, member of his or her immediate family, or business organization in which he or she has an interest, shall solicit or accept any gift, favor, loan, political contribution, service, promise of future employment, or other thing of value based upon an understanding that the gift, favor, loan, contribution, service, promise or other thing of value was given or offered for the purpose of influencing him, directly or indirectly, in the discharge of his or her official duties. This provision shall not apply to the solicitation or acceptance of contributions to the campaign of an announced candidate for elective office, if the elected official candidate has no knowledge or reason to believe that the campaign contribution, if accepted, was given with the intent to influence the officer in the discharge of his or her duties.

5.07 No elected official, county officer or employee shall use, or allow to be used, his or her public office or employment, or any information, not generally available to the members of the public, which he or she receives or acquires in the course of and by reason of his or her office or employment, for the purpose of securing financial gain for himself, any member of his or her immediate family, or any business organization with which he or she is associated.

5.08 No elected official, candidate, county officer, county employee or business organization in which he as an interest shall represent any person or party other than the County in connection with any cause, proceeding, application or other matter pending before any County agency in the County of Bergen. Nothing herein shall preclude the representation of one employee by another where the representation is within the context of official labor union or similar representational responsibilities, or an elected official from appearing before an agency or the Board of Chosen Freeholders on behalf of the governing body said official has been duly elected to, on the official business of such governing body.

5.09 No elected official shall be deemed in conflict with these provisions if, by reason of his or her participation in the enactment of any ordinance, resolution or other matter required to be voted upon or which is subject to executive approval or veto, no material or monetary gain accrues to him or her as a member of any business, profession, occupation or group, to any greater extent than any gain could reasonably be expected to accrue to any other member of such business, profession, occupation or group.

5.10 No elected official shall be prohibited from making an inquiry for information on behalf of a constituent, if no fee, reward or other thing of value is promised to, given to or accepted by the officer or a member of his or her immediate family, whether directly or indirectly, in return therefore.

5.11 Nothing shall prohibit any elected official, county officer or county employee of Bergen County, or members of his or her immediate family, from representing himself, herself or themselves, in negotiations or proceedings concerning his, her, or their, own interests.

5.12 No elected official shall knowingly undertake or execute, in whole or in part, any contract, agreement, sale or purchase made, entered into, awarded or granted by the County or agency thereof, unless such contract, agreement, purchase or sale was made or let after public notice and competitive bidding, provided, however, that the provisions of this section shall not apply to purchases, contracts, or agreements which by law are not required to be made, negotiated or awarded with public advertising or bids if such purchases, contracts, or agreements shall have received a prior advisory opinion of the County Ethics Board.

5.13 No Bergen County board, agency, commission or other County body shall, for a period of one (1) year next subsequent to the completion, resignation, expiration or termination, of an elected official's elected or appointed term of office shall:

(A) award any contract which is not publicly bid to a former County elected official. This restriction shall not apply to the award of any contract which is publicly bid pursuant to N.J.S.A. 40A:11-1 et al.;

(B) allow a former elected official to represent, appear or negotiate on behalf of any other party before an authority; or

(C) employ for compensation, except pursuant to open competitive examination in accordance with Title 11A of the New Jersey Statutes and the rules and regulations promulgated pursuant thereto, any former elected official.

(D) notwithstanding the foregoing, a former elected official may return to prior public employment, or, may be employed at any agency.

5.14 No person shall induce or attempt to induce any County officer or employee to violate any provision of the "Bergen County Code of Ethics".

5.15 (A) No member of the immediate family, parents, siblings, independent children or in-laws of any County elected official, shall, after the effective date hereof, be hired by any County department or autonomous agency in any full-time or part-time position.

(B) Notwithstanding the foregoing, the provisions of this section shall not apply to any position where the emolument is less than \$6,000.00 as annually adjusted for by inflation or where the position is for summer or seasonal employment.

5.16 Neither Bergen County nor any autonomous agency or authority established by the Board of Chosen Freeholders shall award a contract to any former County elected official, for a period of one (1) year after the termination of office of said individual. This restriction shall not apply to the award of any contract which publicly bid pursuant to N.J.S.A. 40A:11-1 et al.

5.17 (A) Every resolution submitted to the Board of Chosen Freeholders for approval shall contain an addendum, to be presented to the Board of Chosen Freeholders, and made public, which shall contain at a minimum the following information:

(i) The name, address, and telephone number of the vendor

(ii) The name of the partners or shareholders or, if a public corporation, the name of the corporate officers and directors as found on the 10K or 10Q forms required to be filed with the Federal Securities and Exchange Commission.

(iii) Campaign contributions made, directly, by all individuals listed in above during the prior and current calendar year to the following named elected officials and constitutional officer:

Official's Position Or Name	Contribution Last Year	Contribution This Year
County Executive		
Sheriff		
Surrogate		
County Clerk		
Freeholders		
	1	
	2	
	3	
	4	
	5	
	6	
	7	

(B) If no contributions were made during a relevant period, it is sufficient to state that "none" were made.

(C) By voting for or against any resolution each member of the Board of Chosen Freeholders certifies that they have read the applicable resolution or its summary; that he or she has no financial interest therein; that he or she has no direct financial involvement, and that their objectivity, or independence of judgment has not been impaired by any campaign contribution that has been disclosed.

(D) A Freeholder may abstain where he or she believes that a vote for, or against, a resolution might give the appearance of impropriety, even where there is none, or where their objectivity, or independence of judgment has in any way been impaired, without disclosing the reason therefore, consistent with Roberts Rules of Order.

(E) By submitting a contract, or agreement, to the Freeholder Board, the County Executive, County Clerk, Sheriff and Surrogate likewise certify that they have read the applicable resolution or its summary; that he or she has no financial interest therein; that he or she has no direct financial involvement, and that their objectivity, or independence of judgment has not been impaired by any campaign contribution that has been disclosed.

5.18 Notwithstanding anything to the contrary, nothing herein shall preclude an elected official who is a member of any governing body or other body or is a constitutional officer of Bergen County or a member of the Board of Chosen Freeholders from appearing before or participating in or seeking to influence the deliberation of another political or judicial body where the current or prior appointment would otherwise be herein barred, provided such position is elected by the people of the governing body and by reason of his or her participation in the enactment of any ordinance, resolution or other matter required to be voted upon or which is subject to executive approval or veto, no material or monetary gain accrues to him or her as an elected official, to any greater extent than any gain could reasonably be expected to accrue to any other such official.

6.01 No County Officer or County employee, who has a fixed or regular work schedule, shall engage in partisan political activity for or on behalf of any individual, group or organization during paid working hours. This provision shall not apply to the activities of any elected official during the course of his official duties. Nothing contained herein shall restrict the activities of a county officer employee during such time as they are permitted to be away from their office, including, but not limited to lunch or dinner breaks, vacation days, sick days or personal day.

6.02 No County employee, County officer and/or County Elected official shall solicit, accept or receive political contributions of any kind while in or on any County owned or leased building or property which is dedicated for the conduct of public business. No County employee, County officer and/or County elected official shall permit the solicitation, acceptance or receipt of political contributions or any kind to occur in or on any County owned or leased building or property which is dedicated for the conduct of public business.

#### 6.03 Political Contributions:

a. Includes any subscription, loan advance or deposit money, gift, other than perishables or anything of nominal or token value, made for any political purpose; and

b. Includes any contract, promise or agreement, expressed or implied, whether or not legally enforceable, to make a contribution for any political purpose; and

c. Includes any payment by any person, other than a candidate or a political party or affiliated organization, of compensation for personal services of another person which are rendered to any candidate or political party or affiliated organization without charge for any political purpose.

6.04 To the extent not prohibited above, nothing in this section is intended to preclude County employees, County officers or County elected officials from participating in the political process, including fundraising on their own time and off County property.

#### Section 7. Duty to Report Solicitation

7.01 In the event that a County employee, County officer or County elected official is approached by any person who solicits influence, favor or vote in return for political contribution, as defined, or payment, direct or indirect, that official is charged with the duty to disclose the details of the solicitation to the Ethics Board in writing.

7.02 Said disclosure is to be made as promptly as possible and in no event more than fourteen (14) days after the incident.

7.03 Failure to make disclosure of the solicitation shall be a breach of this Code and shall be handled according to the provision of Section 12 therein.

#### Section 8. Financial Disclosure

8.01 Every County officer and elected official of the County of Bergen shall annually file a financial disclosure statement with the County Clerk in substantially the same form and manner as required by State law.

8.02 All financial disclosure statements shall include the following information, which shall specify, where applicable, the name and address of each source and the officer's job title:

a. Each source of income, earned or unearned, exceeding \$2,000 received by the officer or member of his or her immediate family during the preceding calendar year. Individual client fees,

customer receipts or commissions or transactions received through a business organization need not be separately reported as sources of income. If a publicly traded security is the source of income, the security need not be reported unless the elected official, candidate, county officer or county employee, or member of his or her immediate family, has an interest in the business organization;

b. Each source of fees and honorariums having an aggregate amount exceeding \$250 from any single source for personal appearances, speeches or writings received by the elected official, candidate, county officer or county employee, or a member of his or her immediate family, during the preceding calendar year;

c. Each source of gifts, reimbursements or prepaid expenses having an aggregate value exceeding \$400 from any single source, excluding relatives, received by the elected official, candidate, county officer or county employee, or a member of his or her immediate family, during the preceding calendar year;

d. The name and address of all business organizations in which the elected official, candidate, county officer or county employee, or member of this or her immediate family, had an interest during the preceding calendar year.

e. The address and brief description of all real property in the State in which the elected official, candidate, county officer or county employee, or a member of his or her or her immediate family, held in interest during the preceding calendar year.

8.03 The Bergen County Ethics Board shall prescribe a financial disclosure statement form for filing purposes. If a financial disclosure statement form has been promulgated by the New Jersey Local Finance Board, in accordance with the New Jersey Local Government Ethics Law, then that form shall be used. The Bergen County Ethics Board shall make the forms available to the officers and employees required to file a financial disclosure statement.

8.04 The original statement shall be filed with the County Clerk on or before April 30<sup>th</sup> of each year. A copy of the statement shall be filed with the Bergen County Ethics Board.

8.05 No holder of elective or appointive office who is licensed to practice law shall be required to disclose any information pursuant to this section, if such disclosure would constitute a violation of the Disciplinary Rules adopted by the Supreme Court of the State of New Jersey.

8.06 All financial disclosure statements filed shall be public records.

## Section 9. Powers of Bergen County Ethics Board

9.01 The Bergen County Ethics Board, which was established pursuant to Ordinance #87-67 adopted December 16, 1987 and Resolution #84 dated February 17, 1988 by the Bergen County Board of Chosen Freeholders shall have the following powers:

a. To initiate, receive, hear and review complaints and hold hearings with regard to possible violations of the County code of ethics or financial disclosure requirements by elected officials, candidates, county officers or county employees;

b. To issue subpoenas for the production of documents and the attendance of witnesses with respect to its investigation of any complaint or to the holding of a hearing;

c. To forward to the County Prosecutor or the Attorney General or other governmental body any information concerning violations of the code of ethics or financial disclosure requirements

by officers or employees serving Bergen County which may warrant the institution of other legal proceedings by the Attorney General;

d. To render advisory opinions to local officers or employees serving Bergen County as to whether a given set of facts and circumstances would constitute a violation of any provision of the code of ethics or financial disclosure requirements;

e. To enforce the provision of the code of ethics and financial disclosure requirements with regard to officers or employees serving Bergen County and to impose penalties for the violation thereof as are authorized by this Section; and

f. To adopt rules and regulations and do other things as are necessary to implement the purposes of this Section.

## Section 10. Advisory Opinions

10.01 An officer or employee of Bergen County may request and obtain the Bergen County Ethics Board and advisory opinions as to whether any proposed activity or conduct would in its opinion constitute a violation of the code of ethics or any financial disclosure requirements.

10.02 Upon the showing of good cause and the need for immediate action, the Bergen County Ethics Board shall meet to consider and render a formal advisory opinion, whenever possible, within twenty (20) business days after receipt of a request for such opinion.

10.03 Advisory opinions shall not be made public, except to the person asking for the opinion, except when the Board by the vote of two-thirds of all of its members directs that the opinion be made public.

10.04 Public advisory opinions shall not be made to disclose the name of the officer or employee unless the Board in directing that opinion made public so determines.

## Section 11. Formal Complaints

11.01 The Bergen County Ethics Board shall, upon receipt of a signed written complaint by any person alleging that the conduct of any officer or employee of Bergen County is in conflict with the code of ethics or financial disclosure requirements, acknowledge receipt of the complaint within 30 days of receipt and initiate an investigation concerning the facts and circumstances set forth in the complaint.

11.02 The Board shall make a determination as to whether the complaint is within its jurisdiction or frivolous or without any reasonable factual basis.

11.03 If the Board shall conclude that the complaint is outside its jurisdiction, frivolous or without factual basis, it shall reduce that conclusion to writing and shall transmit a copy thereof to the complainant and to the officer or employee of Bergen County against whom the complaint is filed.

11.04 If the Board shall conclude that the complaint is within its jurisdiction and has at least a minimal factual basis, the Board shall notify the officer or employee of Bergen County against whom the complaint was filed of the nature of the complaint and the facts and circumstances set forth therein.

11.05 The officer or employee shall have the opportunity to present the Board with any statement or information concerning the complaint which he or she wishes.

11.06 If the Board determines that a reasonable doubt exists as to whether the officer or employee of Bergen County is in conflict with the County code of ethics or any financial disclosure requirements, the Board shall conduct a hearing concerning the possible violation and any other facts and circumstances which may have come to the attention of the Board with respect to the conduct of the officer or employee. All hearings required pursuant to this Section shall be conducted in conformity with the rules and procedures, insofar as they may be applicable, provided for hearings by a State Agency in contested cases under the "Administrative Procedures Act", (N.J.S.A. 52:14B-1 et seq.).

11.07 The Board shall render a decision as to whether the conduct of the officer or employee is in conflict with the Code of Ethics or any financial disclosure requirements. This decision shall be made by no less than two-thirds of all members of the Board.

11.08 If the Board determines that the officer or employee is in conflict with the code or any financial disclosure requirements, it may impose any penalties which it believes appropriate within the limits of Section 12. A final decision of the Board may be appealed to the Local Finance Board within 30 days of the decision.

## Section 12. Enforcement and Penalties

12.01 A County officer, elected official or County employee adjudicated by the Bergen County Ethics Board of the violation of any provision of this code of ethics shall be fined not less than \$100.00 nor more than \$1,000.00, which penalty may be collected in a summary proceeding pursuant to the "Penalty Enforcement Law," N.J.S.A. 2A:58-10 et seq. The Bergen County Ethics Board shall report its findings to the office or agency having the power of removal or discipline of the appointed officer or employee and may recommend that further disciplinary action be taken.

12.02 The finding by the Bergen County Ethics Board that a County officer or employee of Bergen County has violated the provisions of this code of ethics shall be sufficient cause for his or her removal, suspension, demotion or other disciplinary action by the officer or agency having the power of removal or discipline. When a person who is in the career service is found to have violated the provisions of this code of ethics, the procedure leading to removal, suspension, demotion or other disciplinary action shall be governed by any applicable procedures of Title 11A of the New Jersey Statutes and the rules promulgated pursuant thereto.

## Section 13. Records of Ethics Board

13.01 All statements, complaints, requests, or other written materials filed pursuant to this code of ethics, and any rulings, opinions, judgments, transcripts or other official papers prepared pursuant to this code shall be preserved for a period of five (5) years from the date of filing or preparation, as the case may be.

## Section 14. Effective Date

14.01 This code of ethics shall take effect upon adoption, publication, public hearing and final adoption as required by law.

15.01 It is understood and agreed that if any portion of this Ordinance or the application of this Ordinance to any person or circumstances shall be held to be invalid, the remainder of this Ordinance or the application of such provision to other person or circumstances shall not be affected thereby.

## Section 15. Savings Clause

15.02 Except as otherwise provided in this Ordinance, the failure to enforce any provision of this Ordinance shall not be deemed a waiver thereof.

15.03 To the extent that any term contained herein is not defined, then the definition, if any, contained in the Local Government Ethics Law, P.L. 1999, c.29, (N.J.S.A. 40A:9-22.1 et seq.) shall control

15.04 The Ethics Code of the County of Bergen, heretofore adopted, shall remain in full force and effect for those affected thereby who are not County employees, candidates, elected officials or County officers as herein defined.

## Article 12 Transitional Provisions

12.1 Transfer of Functions. The functions, powers and duties of the County government and all previously established boards and commissions, autonomous and otherwise as of the effective date of the Code are allocated and assigned among and within the departments established by the Code. Without limitations thereto, the following offices, boards, commissions and agencies are continued, transferred or abolished, respectively:

a. Agencies whose structure will not be changed by the Code adoption:

- (1) Constitutional and Judicial Officers.
- (2) Community College and Community College Board of School Estimate.
- (3) Board of Elections.
- (4) Superintendent of Elections and Commissioner of Registration.
- (5) Board of Taxation.
- (6) Vocational School and Vocational School Board of School Estimate.
- (7) Superintendent of Schools.
- (8) Special Services School Board and Board of School Estimate.
- (9) Bergen County Utilities Authority.
- (10) Northwest Bergen Utilities Authority.
- (11) Bergen County Improvement Authority.
- (12) Bergen County Housing Authority.

b. The following listing shows the current budget line items and allocates each to a new department with the exception of those where liaison contact is indicated because a Constitutional or Judicial officer is involved or a non-departmental agency:

Present Budget Item	New Department	Liaison
Freeholders	Freeholders	
Treasurer	Admin & Fin	Executive

Auditor	Admin & Fin	
County Counsel	Law	
County Administrator	Executive	
Adjuster	Law	
Clerk to the Board	Clerk to Board	Executive
Personnel	Admin & Fin	
Summer Recreation	Human Services	
County Clerk	County Clerk	Law
Prosecutor	Prosecutor	Law
Narcotics Task Force	Narc Task Force	Law
Purchasing	Admin & Fin	
General Services	Public Works	
Data Processing	Admin & Fin	
Architect & Eng	Admin & Fin	
Commission on Women	Human Services	
State Construction Code	Plan & Econ Dev	
Insurance	Admin & Fin	
Equal Opportunity	Admin & Fin	
Intergovernmental		
Relations:		
Research & Public Info	Admin & Fin	
Community Dev	Plan & Econ Dev	
County Courts	County Courts	Executive
Surrogate	Surrogate	Law
Probation	Probation	Executive
Jury Management	Jury Management	Executive
Law Library	Law Library	
Civil Court	Civil Court	Executive
Civil Special Part	Civil Spec Part	Executive
Criminal Part	Criminal Part	Executive
Family Part	Family Part	
Sheriff	Sheriff	Law
Bureau of Ident	Bureau of Ident	Law
Police	Public Safety	
Weights & Measures	Public Safety	
Board of Taxation	Bd of Taxation	
Medical Examiner	Public Safety	
Board of Elections	Bd of Elections	Executive
Supt of Elections	Supt of Elec	Executive
Comm of Registration	Comm of Registration	Executive
City Clerk Election	City Clk Elec	Law
Planning Board	Plan & Econ Dev	
Pub Wks Admin	Public Works	
Public Works Oper	Public Works	
Public Works Eng	Public Works	

Jail	Jail	
Day Det Center	Human Services	
Health	Health	
Mental Health Board	Health	
Aid to Mental Hlth	Health	
Drug Addiction-Contract	Health	
Mosquito Ext Comm	Public Works	
Shelter Our Sisters	Human Services	
Forensic Lab-Contract	Prosecutor	Law
Shelter for Homeless	Human Services	
State Institutions	Law	
Social Services (Welf)	Human Services	
office On Aging	Human Services	
Senior Citizens Center	Human Services	
Cooley's Anemia Fund	Human Services	
Special Transportation	Human Services	
Child Care-DYFS	Human Services	
Pastoral Care	Health	
Community Action Prog	Human Services	
Meals On Wheels	Human Services	
Community Services:		
Administration	Human Services	
Consumer Affairs	Human Services	
Disabled	Human Services	
Children	Human Services	
Veterans	Human Services	
Cultural & Hist Aff	Parks	
Family Services:		
Administration	Human Services	
Bergen House	Human Services	
Adol Alcohol (Network)	Health	
Intox Driver Center	Health	
Bergen County Health Care Center	Health	
Supt of Schools	Supt. Of Schools	Executive
Vocational School	Voc School	Executive
Extension Service	Human Services	
Community College	Comm College	Executive
Public Safety Ed	Public Safety	
Special Services Sch	Spec Serv Sch	Executive
Park Commission	Parks	
Terminal Leave	Admin & Fin	
Salary Adjustment/COL	Admin & Fin	
Matching Funds Grants	Admin & Fin	
Public Transportation	Plan & Econ Dev	

Tuition Reimbursement

Admin & Fin

Animal Center

Health

Health & Welfare Council

Admin & Fin

Sch, Lec, Training

Admin & Fin

c. The following commissions or boards are abolished:

- (1) Board of Managers, Bergen Pines County Hospital
- (2) Mosquito Extermination Commission
- (3) Bergen County Park Commission
- (4) Board of Social Services (Welfare)

d. All agencies not specifically indicated in this Article shall continue in existence for a period of sixty (60) days from the effective date hereof, and unless specifically renewed during that period, shall be deemed to have been abolished.

12.2 State Department of Personnel. All officers and employees who were in the classified service of the State Department of Personnel on the effective date of this Code, are transferred to the appropriate department, division or agency to which their respective functions, powers and duties are allocated and assigned by the Code, subject to one (1) requirement of N.J.S.A. 40:41A-129.

"It is the intention of this Code to permit the appointing authority to make appointments in the unclassified service pursuant to N.J.S.A. 11:22-2 and as provided by law."

12.3 Offices Continued. All offices, positions and employments, which are continued or reestablished by this Code, are transferred to the respective departments, offices and agencies to which their functions are allocated and assigned by this Code. The terms of all incumbents heretofore appointed for a fixed term to such offices, positions and employments and the terms of all members of existing boards, agencies, commissions or authorities shall terminate as of the effective date of this Code, except that such officers or members of boards, commissions and authorities that are continued may continue to serve until appointment and qualification of their successors, or may be reappointed to serve out the unexpired portion of their terms.

12.4 Transfers of Personnel, Records and Property. As of the effective date of this Code, except as otherwise provided herein, all personnel and all records and property of the County are transferred to the respective departments, offices and agencies to which their administrative functions, powers and duties are allocated and assigned by the Code.

12.5 Salaries and Wages. Unless otherwise provided by ordinance, or otherwise permitted by law, rates of compensation established for persons holding office or employment on the effective date of the Code shall be continued with respect to the office, position or employment to which they, respectively, may be transferred.

12.6 Transfer of Appropriations. The various appropriations in the budget of the County for the fiscal year in which this Code takes effect, are hereby transferred to the department, office or agency of the County government to which the functions, powers and duties for which such appropriations were made are transferred, and such appropriations shall continue to be available for the objects and purposes for which they respectively were made in said budget as adopted. As soon as practicable, the Executive shall transmit to the Board an appropriate resolution in the form required by the New Jersey Department of Community Affairs pursuant to N.J.S.A. 40A:4-85 to make such correction of the title, text or amount of any item or appropriation appearing in the County budget, as adopted, as may be necessary to make any or all of such items of appropriation conform with the

organization of the County government and the allocation of functions, powers and duties prescribed by or pursuant to the Code; provided that the available overall total of budgeted expenditures shall not be increased thereby nor shall any item of appropriation required for debt services, contingent expenses, deferred charges, statutory expenditures, judgments or reserves be reduced or limited thereby.

12.7 Resolutions or Ordinances Saved or Repealed. All County resolutions or ordinances heretofore adopted and in force and effect on the effective date of this Code shall remain in full force and effect to the extent that they are not inconsistent with the Charter or this Code. All resolutions or ordinances and parts of resolutions or parts of ordinances heretofore enacted which are inconsistent with any provision of the Charter or this Code are, to the extent of such inconsistency, hereby repealed.

12.8 Severability. If any Article, section or part of this Code shall be declared to be unconstitutional, invalid or inoperative in whole or in part, by a court of competent jurisdiction, such Article, section or parts shall, to the extent that it is not unconstitutional, invalid or inoperative, remain in full force and effect, and no such determination shall be deemed to invalidate the remaining Articles, sections or parts of this Code.

12.9 Effective Date. This Code shall take effect thirty (30) days after it is adopted.

## LIST OF

## AMENDING ORDINANCES

<u>Reference</u>	<u>Introduced</u>	<u>Effective</u>
(1) Ordinance # 87-06	April 15, 1987, 1987	May 6, 1987
(2) Ordinance # 89-49	September 6, 1989	September 20, 1989

(3) Ordinance # 89-62	December 6, 1989	December 20, 1989
3a) Ordinance # 92-05	March 4, 1992	March 18, 1992
(4) Ordinance # 93-16	May 5, 1993	May 19, 1993
(4a) Ordinance # 94-08	April 6, 1994	April 20, 1994
(5) Ordinance # 94-40	August 3, 1994	August 17, 1994
(6) Ordinance # 97-48	July 23, 1997	August 13, 1997
(7) Ordinance #97-49	July 23, 1997	August 13, 1997
(8) Ordinance # 98-01	January 7, 1998	January 21, 1998
(9) Ordinance # 98-15	March 18, 1998	April 1, 1998
(10) Ordinance #99-45	November 3, 1999	November 23, 1999
(11) Ordinance #01-07	March 21, 2001	April 4, 2001
(12) Ordinance #01-18	May 16, 2001	June 6, 2001
(13) Ordinance #03-05	February 5, 2003	February 19, 2003
(14) Ordinance #03-19	June 18, 2003	July 16, 2003
(15) Ordinance #04-01	January 7, 2004	January 21, 2004
(16) Ordinance #04-25	July 7, 2004	August 4, 2004

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