

OFFICE OF THE CLERK OF THE LEGISLATURE

Christopher A. Jones
Clerk of the Legislature
315-349-8230



46 East Bridge Street
Oswego, New York 13126
315-349-8237 fax

NOTICE OF ADOPTION

Per Section 214 of the County Law, you are hereby notified that on August 10, 2017, the Oswego County Legislature adopted the following:

**COUNTY OF OSWEGO LOCAL LAW NUMBER 4 OF 2017
"A LOCAL LAW ESTABLISHING THE DEPARTMENT OF FACILITIES AND
TECHNOLOGY FOR THE COUNTY OF OSWEGO"**

Copies of Local Law #4 of 2017 are posted in the Oswego County Courthouse on East Oneida Street in Oswego, at the County Clerk's Office at 46 E. Bridge Street in Oswego and are available upon request to Christopher Jones, Clerk of the Legislature at 46 E. Bridge Street, Oswego, NY 13126, by phone at 315-349-8230 or by e-mail at chris.jones@oswegocounty.com

By Order of the Oswego County Legislature
August 10, 2017
Christopher A. Jones, Clerk

Resolution No. 135

August 10, 2017

**A RESOLUTION ADOPTING COUNTY OF OSWEGO
LOCAL LAW NUMBER 4 OF 2017
“A LOCAL LAW ESTABLISHING THE DEPARTMENT OF FACILITIES AND
TECHNOLOGY FOR THE COUNTY OF OSWEGO”**

By Legislator Stephen Walpole:

WHEREAS, a public hearing was held on August 10, 2017 and all interested parties having had an opportunity to be heard;

NOW, upon the recommendation of the Infrastructure, Facilities, and Technology, Government, Courts, and Consumer Affairs and Finance & Personnel Committees of this body; be it

RESOLVED, that Local Law Number 4 of the year 2017 entitled “A LOCAL LAW ESTABLISHING THE DEPARTMENT OF FACILITIES AND TECHNOLOGY FOR THE COUNTY OF OSWEGO” be and is hereby adopted and enacted in its entirety.

ROLL CALL:

YES: 20 NO: 4 ABSENT: 1

OSWEGO COUNTY LEGISLATURE

**COUNTY OF OSWEGO
LOCAL LAW NUMBER 4 OF 2017**

**“A LOCAL LAW ESTABLISHING THE DEPARTMENT OF FACILITIES AND
TECHNOLOGY FOR THE COUNTY OF OSWEGO”**

BE IT ENACTED by the Legislature of the County of Oswego as follows:

Section 1: Legislative Intent The County of Oswego owns various public buildings and technology assets throughout the county, operates an E-911 Center and interoperable radio system as well as its own computer networks. Many times, improvements to the county’s VOIP system and networks involve coordination among the county Department of Buildings and Grounds and Department of Central Services especially regarding installation of cables, maintenance of HVAC systems for servers and switches and maintenance of standby generators for critical technological infrastructure such as the county’s networks. After careful consideration, this body has determined that greater efficiencies and cost savings will be realized by combining the Department of Buildings and Grounds and the Department of Central Service under a single Department of Facilities and Technology. It is the intent of this body to consolidate the various functions and duties heretofore performed by the Department of Buildings and Grounds and the Department of Central Services under a single county department and administration to more efficiently and economically serve the residents of the County of Oswego regarding the improvement and maintenance of the county’s ever-evolving technological and physical plant assets. For this reason, a Department of Facilities and Technology is necessary to coordinate and consolidate the functions previously performed by the Department of Buildings and Grounds and the Department of Central Services.

Section 2: Creation of the Department of Facilities and Technology

- A. Pursuant to the applicable provisions of the Municipal Home Rule Law, the Oswego County Department of Facilities and Technology is hereby created. The Department of Facilities and Technology shall be under the supervision and direction of a Director of Facilities and Technology whom shall be appointed by the Oswego County Legislature for a fixed, two year term to run with the term of the legislature. The Director of Facilities and Technology shall be responsible for the coordination and performance of all duties heretofore assigned to and performed by the Department of Buildings and Grounds and the Department of Central Services , which departments are hereby dissolved and the functions, equipment and personnel are hereby transferred to the Department of Facilities and Technology.
- B. The salary of the Director of Facilities and Technology shall be fixed by the Oswego County Legislature in accordance with the Management Compensation Plan. In addition, the Director of Facilities and Technology shall be paid the actual and necessary expenses incurred in the performance of his or her official duties, upon the audit of same in the manner provided for by law.

OSWEGO COUNTY LEGISLATURE

- C. A vacancy in the position of Director of Facilities and Technology shall be filled by the Oswego County Legislature for the unexpired term as prescribed by law. The position of Director of Facilities and Technology shall be an unclassified position, as defined by the Civil Service Law of the State of New York.

Section 3. Powers and Duties The Director of Facilities and Technology shall have all of the powers and duties conferred herein, expressly subject to NY Civil Service Law or other provisions of state or local law, and shall further have such other powers and duties as are necessarily implied within the grant of authority herein concerning the maintenance of the county's physical plant, buildings, computer networks and other technology assets:

- A. To plan and supervise the maintenance and repair of existing and new county buildings, grounds, physical plant, facilities, computer networks, phone systems and other technology-related assets on a day-to-day basis;
- B. To study the need for improvement, maintenance and repair of county facilities and technological assets and to report as needed to the appropriate committee of the County Legislature.
- C. To direct county equipment maintenance and repair programs for the Department;
- D. To ensure compliance with policies as established by the County Legislature, county administrative policies and New York State laws and regulations regarding county buildings, physical plant, computer networks and other technology-related assets.
- E. To develop, delegate and approve the preparation of specifications for the purchase of equipment, software, hardware, software licenses and materials consistent with NYS General Municipal Law and the county's Procurement Policy.
- F. To assist in the development and preparation of specifications for the solicitation of competitive bids or requests for proposals concerning the Department;
- G. To direct the preparation of required reports and county departmental records and to maintain same in accordance with county policies;
- H. To plan and supervise, as necessary, carpentry, plumbing, heating, electrical, computer network, software, computer, server and mechanical repairs to buildings and equipment whether by county employees or contractors and cooperate with engineers or architects concerning same.
- I. To supervise all custodial work at county facilities whether owned or leased and to supervise computer network programming, improvements and maintenance.
- J. To cooperate with architects and engineers, as necessary regarding major alterations and repairs to buildings and equipment including electrical, network, plumbing,

- heating, HVAC, mechanical systems, maintenance of grounds and interiors.
- K. To track and acquire all custodial maintenance supplies and equipment consistent with the county's Procurement Policy;
- J. To inspect and monitor repair and alteration work performed by outside contractors;
- L. To make regular inspections of buildings to maintain proper cleaning and maintenance standards and procedures and to make recommendations for improvement or new equipment as needed.
- M. To maintain records and accounts pertaining to equipment, hours worked by personnel of the department, department operation, purchases of supplies and equipment and payments as necessary for county purposes and as may be required for state or federal reimbursement or grant tracking.
- N. To prepare a proposed budget regarding all custodial costs, utility costs, maintenance and repair, network costs, software licenses and county telephones on an annual basis.
- O. To appoint eligible and qualified persons to positions of employment established within the Department by the Oswego County Legislature, subject to any necessary legislative approvals, and to promote, discipline, counsel and suspend same in accordance with collective bargaining agreements or/or the Civil Service Law
- P. To remove Departmental employees in the manner provided for by law.
- Q. To attend meetings of the County Legislature and its committees as required.
- R. To report to County Administrator and provide necessary information and assistance as requested or directed.
- S. To make a variety of oral and written reports of activities conducted by the Department as requested or directed by the County Administrator and/or County Legislature.
- T. To adopt and enforce rules and regulations, not inconsistent with law, for the orderly and efficient operation of the affairs and business of the Department.
- U. To be available after hours and on weekends if needed during states of emergency or other catastrophic events regarding county facilities in order to assist in protecting county property and assets and/or to allow county employees access to facilities.
- V. To comply with all laws, rules, and regulations pertaining to the operation of the Department and perform all the functions, powers and duties imposed by law governing its operations.

Section 4. Limitations of Powers Nothing contained herein shall be construed to give the Department of Facilities and Technology authority over the operation of any existing departments, officers and functions of the County, other than those offices, officers and functions specifically enumerated herein. Nor shall the Department of Facilities and Technology have any authority over programs maintained by public or private agencies not under the jurisdiction of the County of Oswego. The final determination as to the establishment or manner of operation of the Department of Facilities and Technology operations, the funding thereof and the extent of county participation, if any, in a given matter shall be made by the Oswego County Legislature with the advice of the County Administrator.

Section 5. Severability If any part of this Local Law or the application thereof to any person or circumstance should be adjudged to be invalid by any Court of competent jurisdiction, such judgment shall be confined in its operation to the application, part or provision of this Local Law directly involved in the controversy in which such judgment shall have been rendered and shall not affect or impair the validity of the rest and remainder of this Local Law or the application thereof to other persons or circumstances and the Oswego County Legislature hereby declares that it would have passed this Local Law or the remainder of it had such invalid application or provision been apparent.

Section 6. Effective Date This local law shall take effect when filed with the New York State Secretary of State.

By Order of the Oswego County Legislature
August 10, 2017
Christopher A. Jones, Clerk of the Legislature.