



**AGENDA**  
**GOVERNMENT OPERATIONS COMMITTEE**  
Wednesday, September 13, 2023, at 5:30PM in Chambers  
Live Stream Link - <https://www.youtube.com/watch?v=XQ5jMxWod5E>

**CALL TO ORDER:** By Hon. Chris Petrus, Chair

**MEMBERS:** Legislators, Tricia Kerr, Aileen McNabb-Coleman, Heidi Nightengale, Lydia Patti Ruffini, Hans Pecher-Vice Chair, and Robert Shea

**MINUTES TO APPROVE:** August 9, 2023

**APPOINTMENTS:** None

**DEPARTMENT UPDATES FOR COMMITTEE:**

**John Camardo and Keith Batman (Board of Elections) –**

We processed:

New registrations:	58
Address Changes:	143
Party Changes	46
Name Changes	32
Other Changes	287
Duplicate	153
Incomplete requests	198

\* This activity includes changes recorded to and through the national and State data bases as well as local changes. Incomplete requests are largely from DMV referral activity.

August is a relatively slow time and staff have been able to take some time off. A small staff and election and other demands require staff to limit time off to a few times during the year.

We have prepared our 2024 budget and look forward to meeting with fiscal and legislative leaders to finalize. We are also looking at changes to polling places and staffing that will be needed for the 2 2024 primaries, a Presidential election and changes in election law that will require much additional work in the BOE in 2024.

**Voting Machines**

We are prepared to move forward with the purchase of voting machines and will be discussing at the meeting. Final approval must be complete by October but a sooner action will help ensure delivery to allow processing and training for our 2024 elections.

**Sheila Smith (Clerk of the Legislature) –**

- Employee Recognition luncheon will be held on Thursday, September 21<sup>st</sup> at 12:00PM at the Springside Inn all Legislators are invited to attend. 90 employees will be recognized for their 5, 10, 15, 20, 25, and 40 years of service.
- Student Government will be held on October 24<sup>th</sup>, the Legislature meeting will start at 10:00AM, each Legislator will have a student sit with them during the meeting. A luncheon will take place at 12:00PM at Emerson Park.

**Christopher Palermo (County Attorney) – No updates**

**Susan Dwyer (County Clerk) – No updates**

**Tom Bunn (Information Technology) –  
IT Help Desk data – August 2023**

- 410 new support tickets were created.
- 86% support tickets were resolved (352)
- Average resolution time (per ticket) – 1. hours

**Completed Projects**

**Microsoft Office 365 Teams and OneDrive Training**

- Training opportunities to all staff began in August (face to face, recorded, and Microsoft E-learning academy) – Over 200 employees have been trained.
- Training is still available, please email the helpdesk if you still would like to setup virtual or face to face sessions.

**Active Projects**

**Enterprise Resource Planning (ERP) Solution**

- County currently owns and operates different system to accomplish various tasks including Payroll, Finances, Human Resources, Purchasing, Fixed Assets, as well as many “one-off/standalone” solutions.
- Systems aren’t interoperable which has created departmental silos, complex processes, and resulted in duplication of effort and other inefficiencies.
- County has created a team to investigate various solutions which will result in one centralized system that can incorporate all the items listed above.
- Several benefits to moving to this system which include, cost savings, data security, compliance, increased productivity, visibility, and real-time reporting.

**County-Wide Network Infrastructure Project**

- All hardware has arrived and has been configured and installed.
- Remote office installation is still in progress.
- The Public Safety building is its own separate project and will be worked on after remote office upgrades are complete (Resolution coming in October).
- Once the project is complete will provide a reliable, scalable, and redundant network infrastructure to the County.

**Microsoft Office 365 Project**

- Phase II includes Microsoft Teams and OneDrive rollout has begun.
- Will provide the County with an all-in-one collaboration suite which will increase productivity, simplify tasks, and standardize our software platform.

**County Website Rebrand/Department Redesign**

- Met with Civic Plus to go over what website redesign options they can provide.
- At no cost they can help us to update the layout, content and organization of the County’s webpages thanks to some updates they have made available to us.
- We have formed a small committee consisting of Shereen Androsko, Sarah Blowers, Dan Lovell and myself who will guide this work going forward.
- We plan to run some advanced data analytics on the website which will help guide decision making on changes as we move forward.
- Sarah has offered to be a liaison between Department Heads and IT to provide website and content updates.
- The timeline for completion of the project is between 6-8 months.
- Design/Discovery meeting set for 9/14

**Cybersecurity Compliance Assessment/County Board of Elections**

- We were awarded an opportunity to work with the State to provide an updated cybersecurity assessment on the current state of the Board of Elections
- This is not an audit, it’s a partnership to strengthen cybersecurity within NYS government entities.
- Results of this review will clearly identify security control gaps, prioritize those gaps, and develop a road map to remediate.
- Once this work is completed for the BOE, the State has also agreed to do the same work (at no cost) for the rest of our county departments.

- Assessment has been completed, SBOE has been provided with our initial results; awaiting feedback which will help guide IT cybersecurity priorities for 2024.

#### **Saferwatch Implementation**

- Saferwatch is the web-based and mobile safety and security system for both our community and County staff.
- Working with Sheriff's Department to setup an implementation team.
- IT setup has begun and will be completed by the end of September.

#### **Adobe Sign Implementation**

- Adopting new application to help automate business tasks.
- We are very close to rolling out a demo of the newly improved Resolution approval process; goal is to improve collaboration and the workflow approval process for all stakeholders.
- Working with Department Heads to identify and prioritize all existing manual paper processes.
- Software integrates with many of the software applications we own (Microsoft 365, Adobe Creative Cloud, Laserfiche, etc...)

**Kevin Swab (Veterans) –**

## **RESOLUTIONS:**

### **BOARD OF ELECTIONS:**

- 9-23-GO-1 Budgeting receipt and expenditure of poll worker (HAVA Grant Funds)
- 9-23-GO-8 **(Added 9-13-23)** Authorizing the execution of a contract with the Clear Ballot Group, Inc. for the purchase of voting systems and emending the 2023 budget

### **COUNTY CLERK:**

- 9-23-GO-2 Authorizing the Chairperson of the Legislature to sign the agreement for the County Records Management and System Services with Info Quick Solutions, Inc.
- 9-23-GO-3 Authorization to change the salary of a PT Research Aide in the County Historians Office
- 9-23-GO-4 Authorizing the creation of a temporary leave bank for a Cayuga County Motor Vehicle Employee

### **CAYUGA COMMUNITY COLLEGE:**

- 9-23-GO-5 Approving the Collective Bargaining Agreement between the Cayuga Community College Council 66 of the American Federation of State, County, and Municipal Employees, Local 932-C, AFSCME and the Cayuga Community College for the period September 1, 2023 through August 31, 2026

### **CLERK OF THE LEGISLATURE**

- 9-23-GO-6 Amending the Cayuga County Building Policies
- 9-23-GO-7 Amending the Cayuga County Conduct on County Property Policy

### **ADJOURNMENT: Wednesday, October 11, 2023**

If you have a disability and need accommodations, please call the Clerk of the Legislature's Office at 253-1308 at least 48 hours before the scheduled meeting to advise what accommodations will be necessary.

**RESOLUTION NO. \_\_\_\_\_ 9-26-23 BOE HAVA poll worker grant funds rev**

**Budgeting receipt and expenditure of poll worker (HAVA grant funds)**

BY: Mr. Christopher Petrus, Chair, Government Operations Committee  
Mr. Hans-Peter Pecher, Chair, Ways and Means Committee

WHEREAS, Resolution No. 282-23 authorized the Chair of the Cayuga County Legislature and the Commissioners of the Cayuga County Board of Elections to sign contract extensions for Poll Worker funds with the New York State Board of Elections; and,

WHEREAS, the amount of the poll worker (HAVA) grant funds have been determined by the NYS BOE as twelve thousand six hundred and thirty one dollars (\$12,631) and has so notified the Cayuga County BOE; and,

WHEREAS, funds for the grant were not included in the 2023 budget; Now therefore be it:

RESOLVED that 2023 Board of Elections Budget lines be adjusted to receive and expend these funds:

Increase BOE revenue line	A14500-43051 HAVA Grant	\$12,631
Increase BOE expenditure line	A14504-54408 HAVA	\$12,631

RESOLVED, that the Director of Finance make the necessary accounting entries.

**RESOLUTION NO. \_\_\_\_\_ 9-26-23 BOE contract Clear Ballot amend budget rev 2**

**Authorizing the execution of a contract with the Clear Ballot Group, Inc for the purchase of voting systems and amending the 2023 budget**

BY: Mr. Christopher Petrus, Chair, Government Operations Committee  
Mr. Hans Pecher, Chair, Ways and Means Committee

WHEREAS, the Cayuga County Board of Elections needs to purchase new voting system to carry out the 2024 elections and,

WHEREAS, Onondaga County solicited bids for ballot machines, and Clear Ballot Group, Inc was the successful bidder; and

WHEREAS, Cayuga County Borad of Elections can utilize the pricing of Clear Ballot Group, Inc. bid pursuant the General Municipal Law Section 104, State Finance Law 163, and such purchase is in compliance with the County of Cayuga’s Procurement Policy; and,

WHEREAS, funds for the purchase have been included in the 2023 budget, are available through state grants; and,

WHEREAS, the balance of funds needed are available through ARPA funding; Now therefore be it:

RESOLVED, that the Commissioners of Election and the Chair of the Cayuga County Legislature be authorized to enter into an agreement with the Clear Ballot Group, Inc for the purchase of voting systems in an amount not to exceed \$489,400 and be it further

RESOLVED, that the 2023 Board of Elections Budged be amended as follows:

Decrease A14500 43052 TIER Grant	142,996
Decrease A14500 41263 BOE C/T/V Reimbursements (Shoebox Grant (HAVA)	45000
Decrease ARPA	200,204
Increase A14500 52000 Equipment	388,200

And be it further

RESOLVED, that the Commissioners of Election be authorized to dispose of the current voting machines and associated equipment in accord with State and Federal procedure and process at a cost not to exceed \$82,800 and be it further

RESOLVED, that the Director of Finance make journal and accounting entries required to implement the intent of this Resolution.

**RESOLUTION NO. \_\_\_\_\_ 9/26/23**

**CC Info Quick Solutions Agreement rev3**

**Authorizing the Chairperson of the Legislature to sign the agreement for the County Clerk Records Management and System Services with Info Quick Solutions, Inc.**

**By: Christopher Petrus Chair, Government Operations**

WHEREAS, the County Clerk's Office requires a records management system; and,

WHEREAS, the current Agreement with the vendor Info Quick Solutions, Inc. is expiring October 31, 2023; and,

WHEREAS, Info Quick Solutions has consistently provided quick response times to communications and concerns, as well as provided reliable and excellent customer service, and has provided technological updates to its system which have enhanced department operations; and,

WHEREAS, due to the upcoming retirements of several leadership positions in the County Clerk's Office, it is vital to provide a smooth transition by having staff continue with a reliable and familiar records management system to ensure continuity of operations; and,

WHEREAS, the Chairman of the Cayuga County Legislature has signed the attached Waiver of RFP & Quoting for Professional Services based on the numerous circumstances to keep IQS as the vendor in the County Clerks Recording Office; and,

WHEREAS, the County Clerk's Office in conjunction with the CIO and the Previous Purchasing Director reviewed and selected Info Quick Solutions, Inc as our preferred solution in 2018 based on the completed RFP bid; and,

WHEREAS, Info Quick Solutions has increased the Web Revenue Sharing Agreement by 5% and decreased the Solution ERMS Payment by \$300 per month/60 months; and,

WHEREAS, the County Clerk's Office in conjunction with the Current Purchasing Director have reviewed and selected Info Quick Solutions, Inc. as our preferred solution in 2023 based on outside contracts and quoted prices from other qualified vendors; and,

WHEREAS, the first year of the three year agreement is to be paid for in twelve (12) monthly payments in the amount of \$5,740 per month, totaling \$68,880 in the first year; and,

WHEREAS, the first year of the three year agreement in the amount of \$68,880 is a budgeted expense with funding provided by line item A 16104 54018; with subsequent years to be included in the annual budget process; now therefore, be it

**RESOLVED**, that the Chair of the County Legislature is hereby authorized to enter into the Records Management and System Services agreement with Info Quick Solutions, Inc

**RESOLUTION NO. \_\_\_\_\_ 9/26/23**

**CC Research Aide Salary Change**

**Authorization to change the salary of a PT Research Aide in County Historian's Office**

**By: Christopher Petrus, Chair, Government Operations  
Hans Pecher, Chairman of the Ways & Means Committee**

**WHEREAS**, the County Historian's Office employs one (1) part time Research Aide to provide assistance to many area leaders in local history and genealogists when completing especially difficult searches and often fact checks for authors, local historical organizations, family historians, and when needed, and assists our County Historian with the local newspaper articles; and

**WHEREAS**, the County Historian desire to continue to offer these services through the County Historian's Office and ensure retention and future recruitment of staff by increasing the hourly wage from \$16.04/hour to \$22.00/ hour for all research aides to reflect the education and experience that is required to carry out the complex duties of historical research work; now therefore be it

**RESOLVED**, this increase would be included in the Historians 2024 budget and would be effective on January 1, 2024; now therefore be it

**RESOLVED**, that the Cayuga County Clerk be authorized and directed to adjust the hourly rate of the part time Research Aide positions to \$22.00 per hour effective January 1, 2024, in accordance with Civil Service Rules and Regulations and the policies of the County of Cayuga.



**RESOLUTION NO. \_\_\_\_\_ 9/26/2023 CC DMV Employee Leave Bank Request**

**Authorizing the creation of a temporary leave bank for a Cayuga County Motor Vehicle employee.**

By: Christopher Petrus, Chair, Government Operations; and  
Hans Pecher, Chair, Ways and Means Committee

WHEREAS, an employee of the Cayuga County Motor Vehicle Department needs a medical leave; and

WHEREAS, this employee has worked for the Cayuga County Motor Vehicle Department for four years and accruals are presently exhausted; and

WHEREAS, an accrual bank is requested at the request of the employee to address the immediate loss of income for the employee; and

WHEREAS, discussion has occurred regarding this issue with representatives of the County and all have agreed to allow for the creation of a temporary accrual bank at the request of the Cayuga County Clerk and the Cayuga County Motor Vehicle Department to address the immediate loss of income for the employee; now therefore be it

RESOLVED, that the Cayuga County Legislature hereby approves and authorizes this temporary accrual bank to take effect immediately; and be it further

RESOLVED, that the Cayuga County Legislature authorizes and directs all those steps that may be required to undertake this temporary accrual bank in accordance with the following conditions:

- All other leave shall have been exhausted by the employee
- All County employees may be permitted to donate personal, compensatory, or vacation time in no less than full day increments
- All leave donations shall be in writing on a standardized leave bank form
- Leave time shall be used by the employee using one full day from each donation before additional days are utilized from donors making multiple day donations
- The maximum time allowed for the individual employee's leave bank shall not exceed a total of ninety-five (95) work days
- Upon return to full-time employment the Leave Bank will be terminated

And be it further

RESOLVED, that the Cayuga County Finance Department make all necessary adjustments to execute the intent of this resolution.

RESOLUTION NO. \_\_\_\_\_

9/26/23

CCC AFSCME contract 23-26 rev2

**APPROVING THE COLLECTIVE BARGAINING AGREEMENT BETWEEN THE CAYUGA COMMUNITY COLLEGE COUNCIL 66 OF THE AMERICAN FEDERATION OF STATE, COUNTY, AND MUNICIPAL EMPLOYEES, LOCAL 932-C, AFSCME AND THE CAYUGA COMMUNITY COLLEGE FOR THE PERIOD SEPTEMBER 1, 2023, THROUGH AUGUST 31, 2026**

By: Hon. Christopher Petrus, Chair, Government Operations Committee  
Hon. Hans Pecher, Chair, Ways & Means Committee

**WHEREAS**, Cayuga Community College ("College"), and Council 66 of the American Federation of State, County, and Municipal Employees, Local 932-C, AFSCME ("Union"), are parties to a collective bargaining agreement for the period September 1, 2023, through August 31, 2026; and,

**WHEREAS**, the parties have been engaged in negotiations for a successor agreement; and,

**WHEREAS**, the parties have tentatively agreed to a successor agreement, subject to ratification by the Union and approval by the College and Cayuga County, copy attached; and,

**WHEREAS**, Council 66 of the American Federation of State, County, and Municipal Employees, Local 932-C, AFSCME submitted terms for a successor agreement to its membership for consideration; and,

**WHEREAS**, the membership of Council 66 of the American Federation of State, County, and Municipal Employees, Local 932-C, AFSCME approved and ratified the terms for a successor agreement on August 21, 2023; and,

**WHEREAS**, Cayuga Community College submitted terms for a successor agreement to its Board of Trustees for consideration; and,

**WHEREAS**, the Cayuga Community College Board of Trustees approved and ratified the terms for a successor agreement on August 24, 2023; and,

**WHEREAS**, both the Council 66 of the American Federation of State, County, and Municipal Employees, Local 932-C, AFSCME and the Cayuga Community College Board of Trustees recommend that the Cayuga County Legislature approve the terms for a successor agreement, a copy of the Tentative Agreement between the parties is attached; now be it

**RESOLVED**, in consideration of the mutual agreements reached between the Cayuga Community College Faculty Association and the Cayuga Community College, the Legislature of Cayuga County hereby

**RESOLVED**, that the Cayuga County Legislature hereby approves the terms and conditions of the Tentative Agreement by and between Council 66 of the American Federation of State, County, and Municipal Employees, Local 932-C, AFSCME and the Cayuga Community College Board of Trustees; and be it further

**RESOLVED**, that the Cayuga County Legislature is hereby authorized and directed to take any and all appropriate actions to approve and implement said agreement for the period September 1, 2023, through August 31, 2026; be it further

**RESOLVED**, that this Resolution shall take effect immediately.

**RESOLUTION NO. \_\_\_\_\_ 9-26-23 COL BLD Amend Building Policies**

**Amending the Cayuga County Building Policies**

BY: Hon. Christopher Petrus, Chair Government Operations

**WHEREAS**, The County Legislature has adopted numerous policies and procedures for conducting County business and others which are mandated by Federal and State governments;and,

**WHEREAS**, The County wishes to amend the Cayuga County Building Policies; now therefore be it

**RESOLVED**, The Cayuga County Legislature does hereby amend The Cayuga County Building Policies; and be it further

**RESOLVED**, That the policy be posted to the County Website, and e-mailed to Department Heads by the Clerk of the Legislature Officer; and it is further

**RESOLVED**, That each Department will review their policies annually and all changes/revisions will be brought by Resolution through the Government Operation Committee to the Legislature for its consideration; and it is further

**RESOLVED**, that this resolution will take effect immediately upon its adoption.

## CAYUGA COUNTY POLICY

**Title: Building Policies**

**Subject:** Building Policies

**Effective Date:** \_\_\_\_\_

**Supersedes Policy of:** 10/27/09; Resolution 572-09, 5-25-10; Resolution 255-10

### **1.1 Building Temperature**

**Objective:** To be cost conservative as well as recognizing the human element, when setting and controlling building temperatures.

**Policy:**

- A. Each building will be set to maintain 68°F in the heating season and 76°F in the cooling season.
  - 1. Some buildings have multiple heating/cooling zones, which for their inherent mechanical differences may make some areas warmer or cooler than others, but all attempts will be made to be consistent.
  - 2. When most of a building or zone runs at the set temperature any area that is in that building or zone with a + or - of 2° of the set temperature will be deemed to be an acceptable temperature.
- B. Electric space heaters are not allowed for use. An exception to the rule will be provided only if the following criteria has been met:
  - 1. A written complaint is filed about an area of a building being too cold or too hot, to the Superintendent of Building Grounds and the Cayuga County Building Maintenance Supervisor has monitored the area for one week to track the temperatures. If the parameters, set in the above section “A”, cannot be met by further adjustment to the heating/ cooling system, the Building and Grounds staff shall attempt to provide an alternate heating.
  - 2. If and when an electric heater is authorized for use, it shall not be placed under a desk or any other confined area. The electric heater must be in a location that does not create a tripping hazard or near any combustible materials.
  - 3. The Building Maintenance Supervisor shall remove any unauthorized electric heaters.

- C. Windows shall not be opened when the building has a fully automated heating/cooling system. Doing so creates an imbalance of the system causing it to overheat or over cool the zone.

## **1.2 County Furniture**

**Objective:** Building and Grounds Superintendent or designee shall be notified prior to any rearrangement of furniture to ensure that it meets occupational safety and health standards.

Buildings and Grounds staff shall handle the move of furniture to ensure that there is no damage to walls, floors, or the furniture.

**Policy:**

- A. All furniture moves such as desks, file cabinets, etc., are to be approved by the Building Maintenance Supervisor or the Deputy Building Maintenance Supervisor, and moved by the Buildings and Grounds Department personnel.
- B. Ample time, notifying the Building and Grounds staff of the move, shall be provided for the timely scheduling of same.
- C. If there is an immediate need to have furniture moved, Buildings and Grounds will attempt to handle the move as soon as deemed possible and with the consideration of staff availability.

## **1.3 : Appliances**

**Objective:** To reduce the risks of fire hazards.

**Policy:**

- A. Appliances such as coffee pots, toasters and microwaves are to be unplugged when not in use to prevent a fire hazard.

## **1.4 Building Security and Public Access**

**Objective:** To establish necessary controls and procedures to protect the security of County property and based on the requirements set forth in the Cayuga County HIPAA Policy, the rights of citizens under the First Amendment of the United States Constitution, the health, safety, welfare and personal privacy of the County employees and the public while using the services of the County.

Visitors and employees on County property, in addition to this policy, shall follow the standards set forth in the Cayuga County Policy for Conduct on County Property.

**Policy:**

- A. All visitors must enter through the main entrance of all County Buildings, check in with any Security or Personnel and be scanned through metal detector process (as applicable to building) prior to leaving the lobby and/or moving about the building.
  
- B. Members of the public are allowed access in public areas. Any member of the public requesting access to any unauthorized areas shall be referred to the Cayuga County Chairperson of the Legislature (or designee).
  - 1. Any member of the public not having any identification shall not be denied services, however, shall be escorted to their designated area by a member of security or other County personnel if the visitor has a scheduled appointment.
  - 2. All employees are expected to use designated entrances and exits.
  - 3. All County employees are required to conspicuously display their Employee Photo ID Card at all times during their respective working hours., regardless of position or length of service.
  - 4. Employee Photo ID Cards must not, under any circumstances, be loaned to others, altered, or mutilated.
  - 5. Employee Photo ID Cards are to be returned to the employee's Department Head upon termination of their employment.
  
- C. In the event of theft, suspicious activity, or dangerous incident, employees in the County Office Building should contact security immediately by dialing (315) 294-8007. Employees in other County buildings and visitors should notify Law Enforcement immediately.

## **1.5 County Parking Lot**

**Objective:** To outline standards of use that shall be enforced while the County Parking Lots are in use.

### **Policy:**

- A. Employee parking permits shall identify, and be clearly displayed in, authorized vehicles. Employee parking permits are administered through the Human Resources Department and surrendered to the Department Head upon termination of employment.
- B. Reserved parking spaces, having signage relevant to their use, shall be respected.
- C. Vehicles are to be parked to use ONE space only. Vehicles taking up two parking spaces will be in violation of the parking regulation.
- D. No parking is allowed on the grass, or in the parking lot aisles.
- E. No personal vehicles are to be left in the parking lot overnight. However, if there is an emergency, and the vehicle needs to remain in the parking lot, the Building and Grounds Superintendent shall be notified.
- F. Violation of parking standards may result in the vehicle being banned for use of the County parking lots and/or towed at the owner's expense.

## **1.6 Personal Property**

**Objective:** To provide a standard for handling loss or damage to employee personal property

### **Policy:**

- A. Cayuga County assumes no risk for any loss or damage to personal property and recommends that all employees have personal insurance policies covering the loss of personal property left at the office.

**(Note: Policy shall be reviewed periodically by the Superintendent of Buildings and Grounds or his/her designee. Any revisions adopted by the Legislature shall be distributed to departments.)**

# CAYUGA COUNTY POLICY MANUAL

## Section 9

### Title: Building Policies

**Subject:** Building Policies

Effective Date: 5/25/10; Res. 255-10

Supersedes Policy of: 10/27/09; Resolution 572-09

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### 1.1 Policy Title: Building Temperature

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**Objective:** To be cost conservative as well as recognizing the human element, when setting and controlling building temperatures.

#### **Policy:**

A. Each building will be set to maintain 68°F in the heating season and 76°F in the cooling season.

~~A.~~

1. Some buildings have multiple heating/cooling zones, which for their inherent mechanical differences may make some areas warmer or cooler than others, but all attempts will be made to be consistent.

~~1.~~

2. When ~~a majority of most of~~ a building or zone runs at the set temperature any area that is in that building or zone with a + or - of 2° of the set temperature will be deemed to be an acceptable temperature.

~~2.~~

B. ~~No~~ Electric space heaters are not allowed for use. An exception to the rule will be provided only if, ~~except when~~ the following criteria ~~have has~~ been met:

~~B.~~

1. ~~When A~~ written complaint is filed about an area of a building being too cold or too hot, to the Superintendent of Building Grounds and the Cayuga County Building Maintenance Supervisor ~~will has~~ monitored the area for one week to track the temperatures. If the parameters<sub>1</sub> set in the above section "A"<sub>1</sub> cannot be met by further adjustment to the heating/cooling system, the Building ~~Maintenance Supervisor and Grounds staff~~ shall attempt to ~~will~~ provide an alternate heating.

~~1.~~

2. ~~If and W~~ when an electric heater is ~~allowed~~ authorized for use, it is shall not ~~allowed to be~~ placed under a desk or any other confined area. The electric heater must be kept in a position location so as to that does not create a tripping hazard or near any where papers or other combustible materials, may fall on it.

~~2.~~

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3. The Building Maintenance Supervisor ~~will shall~~ remove any unauthorized electric ~~heater and heaters and~~ ~~upon request of the owner, will be returned and taken home.~~

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C. Windows ~~will not be allowed shall not be~~ opened when the building has a fully automated heating/cooling system. ~~Opened windows can cause~~ ~~Doing so creates~~ an imbalance of the system causing it to ~~over heat~~ ~~overheat~~ or over cool the zone.

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- C.
  - 1. ~~If a window is observed or reported open, the Building Maintenance Supervisor will notify in writing the occupant of the room to keep the window closed.~~
  - 2. ~~If an occupant continues to open the window after notification the Building Maintenance Supervisor may turn that particular zone off to conserve energy and tax dollars.~~

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**1.2 Policy Title: County Furniture**

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**Objective:** ~~Building and Grounds Superintendent or designee shall be notified prior to any~~ ~~The~~ rearrangement of furniture ~~must be reviewed to make to ensure that -sure~~ it meets occupational safety and health standards.

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Buildings and Grounds staff ~~have the equipment shall to handle the~~ move of heavy furniture ~~to ensure that there is no without damaging damage to~~ walls, floors or the furniture.

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**Policy:**

A. All furniture moves such as desks, file cabinets, etc., are to be approved by the Building Maintenance Supervisor or the Deputy Building Maintenance Supervisor, and ~~will be~~ moved by the Buildings and Grounds Department personnel.

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B. ~~Ample time should be provided in the notification of the Building and Grounds staff of the move for timely~~ ~~few days notice prior to the move is requested for~~ scheduling. ~~However, i~~

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C. If there is an immediate need to have furniture moved, Buildings and Grounds will ~~try attempt to~~ ~~handle the move as soon as deemed possible based on staff availability.~~ ~~accommodate.~~

**1.3 Policy Title: Appliances**

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**Objective:** To ~~decrease the chance~~ reduce the risks of fire hazards. ~~of a fire occurring.~~

**Policy:**

A. Appliances such as coffee pots, toasters and microwaves ~~that are left plugged in when not in use are a fire hazard. Therefore, when these appliances are not being used, they must be unplugged.~~ are to be unplugged when not in use to prevent a fire hazard.

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**1.4 Policy Title: Building Security and Public Access**

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**Objective:** To ~~establish necessary controls and procedures to~~ protect the security of County property ~~and based on the requirements set forth in the Cayuga County HIPAA Policy, the rights of citizens under the First Amendment of the United States Constitution, the health, safety, welfare and personal privacy of the County~~, employees and the ~~general public while using the services of the County.~~ through the establishment of necessary controls and procedures.

~~Visitors and employees on County property shall follow standards set forth in the Cayuga County Policy for Conduct on County Property~~

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**Policy:**

A. All visitors ~~to the premises~~ must enter through the main entrance of ~~the all~~ County Office Buildings, ~~and check in with any Security or Personnel and be scanned through metal detector process (as applicable to building) prior to leaving the lobby and/or moving about the building to entering.~~

Commented [GD1]: They are already in the building.

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B. ~~Members of the public are allowed access in the posted authorized public areas, designated.~~ Any member of the public requesting access to ~~any unauthorized areas~~ ~~unauthorized~~ shall be referred to the Cayuga County Chairperson of the Legislature. ~~(or designee).~~

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1. Any member of the public not having any identification shall not be denied services, however, shall be escorted to their designated area by a member of security or other County personnel if the visitor has ~~is~~ ~~due to~~ a scheduled appointment.

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2. All employees are expected to use designated entrances and exits.

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3. All County employees are required to conspicuously display their employment Photo ID Card ~~provided to them~~ at all times during their respective working hours. ~~This rule applies to all employees~~ regardless of position or length of service.

4. Photo ID Cards must not, under any circumstances, be loaned to others, altered, or mutilated.

5. Photo ID Cards are to be returned to the employee's Department Head upon termination of their employment.

C. In the event of theft, suspicious activity, or dangerous incident, employees in the County Office Building should contact security immediately by dialing (315) 294-8007, or 651-2388 (cell phone). ~~Employees in other County buildings and visitors should call the police, notify law enforcement immediately.~~

**1.5 Policy Title:** Parking Lot Regulations

**Objective:** To ~~inform County Employees of Regulations~~ outline standards of use that ~~will shall~~ be ~~enforced-enforced while in~~ the County Parking Lots are in use.

**Policy:**

A. ~~Employee P~~parking permits ~~will shall~~ identify authorized vehicles and are administered through the Human Resources Department.

~~A.~~

B. Reserved parking spaces ~~are numbered~~ have signage for reserved relevant for use.

~~B.~~

C. ~~Cars~~ Vehicles are to be parked so that they to use ~~take up~~ ONE space only. ~~Anyone~~ Vehicles taking up two parking spaces will be in violation of the parking regulation.

~~C.~~

D. No parking is allowed on the grass, or in the parking lot aisles.

~~D.~~

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**Commented [GD2]:** We don't want to delay the call to the police.

**Commented [SA3]:** Changed wording of police to law enforcement and added immediately.

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- E. No personal vehicles are to be left in the parking lot overnight. However, if there is an emergency, and the vehicle needs to remain in the parking lot, the let the Building and Grounds Superintendent know shall be notified.
- ~~E.~~
- F. When you leave employment with the County, surrender your parking permit to your Department Head. Employee parking permits will be surrendered and returned to the relevant Department Head upon termination of employment.
- ~~F.~~
- G. Violation of parking ~~regulations standards will may~~ result in the vehicle being banned for use of from the County parking lots and/or towed at the owner's expense.

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**1.5 Policy Title:** Personal Property

**Objective:** To provide a standard for handling loss or damage to employee personal property

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**Policy:**

- A. Cayuga County assumes no risk for any loss or damage to personal property and recommends that all employees have personal insurance policies covering the loss of personal property left at the office.

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**(Note: Policy shall be reviewed periodically by the Superintendent of Buildings and Grounds or his/her designee. Any revisions adopted by the Legislature shall be distributed to departments.)**

**RESOLUTION NO. \_\_\_\_\_ 9-26-23 COL Amend Conduct-County Property Policy**

**Amending the Cayuga County Conduct on County Property Policy**

BY: Hon. Christopher Petrus, Chair Government Operations

**WHEREAS**, The County Legislature has adopted numerous policies and procedures for conducting County business and others which are mandated by Federal and State governments; and,

**WHEREAS**, The County wishes to amend the Cayuga County Conduct on County Property Policy; now therefore be it

**RESOLVED**, The Cayuga County Legislature does hereby amend The Cayuga County Conduct on County Property Policy; and be it further

**RESOLVED**, That the policy be posted to the County Website, and e-mailed to Department Heads by the Clerk of the Legislature Officer; and it is further

**RESOLVED**, That each Department will review their policies annually and all changes/revisions will be brought by Resolution through the Government Operation Committee to the Legislature for its consideration; and it is further

**RESOLVED**, that this resolution will take effect immediately upon its adoption.

**CAYUGA COUNTY POLICY MANUAL**  
**Section 13**

**Subject:** Conduct on County Property

**Effective Date:** September 26, 2023, Res. \_\_\_\_\_

**Supersedes Policy of:** April 22, 2003, Res. 207-2003 and May 25, 2010, Res. 255-10

**Policy Title:** Conduct on All County Property

**Objective:** To provide standards of conduct on all County property to ensure an orderly and respectful environment

**Policy:**

The maintenance of public order on County property is the responsibility of all occupants of the property.

Occupants and/or visitors to County property shall, at all times, conduct themselves in a manner so as to reflect a proper respect for public property and the rights of others. To create and maintain this kind of an environment, it is necessary to regulate and set standards of conduct while present on County property.

All persons on County property shall respect the areas identified as having “no public access” and not enter into the unauthorized areas unless authorized or escorted by a County employee.

All Employees of the County shall exemplify and reinforce the standards for appropriate behavior and based on the requirements outlined in this policy, as well as those outlined in the Cayuga County Building Policy and the Workforce Violence Policy

- A. **Prohibited Conduct:** All individuals on County property shall not:
- 1) Injure any person or threaten to do so.
  - 2) Damage or destroy County property or the personal property of any other individual.
  - 3) Disrupt the orderly conduct of County programs or other County activities.
  - 4) Distribute or wear materials that are obscene, advocate illegal action, appear libelous, obstruct the rights of others, or disruptive to County business.
  - 5) Enter any County property or facility without proper authorization or remain on County property or in any County building or facility after being asked to leave or after it is normally closed.
  - 6) Obstruct other individuals from adhering to County policies related to access into designated and not designated public areas.
  - 7) Violate the traffic laws, parking regulations or other restrictions on vehicles.

- 8) Possess, consume, sell, distribute, or exchange alcoholic beverages or controlled substances, or be under the influence of either, while on County property.
- 9) Possess or use firearms or weapons, except in the case of law enforcement officers. See Local Law 2 of the year 1995 and hunters as allowed in select areas as per the Local Law #1 for 2007.
- 10) Loiter on or about the property.
- 11) Willfully incite others to commit any of the acts prohibited by this policy.
- 12) Engage in any action which: interferes with entrances to buildings or the normal flow of pedestrian or vehicular traffic; interferes with organized meetings or other assemblies for the purpose of harassment; obstructs the privacy of County employees, or the functioning of County operations.

**B. Penalties:**

- 1) Persons who violate this code shall be subject to the following penalties:
  - a) Visitors to County property shall have their authorization, if any, to remain on County property withdrawn and they shall be directed to leave the premises. If they refuse to leave, they shall be subject to ejection and law enforcement may be notified.
  - b) Trespassers are individuals with no specific license or invitation to be on County property and shall be subject to immediate ejection and shall be prosecuted to the extent permitted by law.
  - c) County employees shall be subject to disciplinary action as the facts may warrant in accordance with Civil Service Law §75 or pursuant to any applicable procedure in a collective bargaining agreement the employee may possess as a member of a union.
  - d) County employees not protected by Civil Service Law §75 or not a member of a union shall be subject to warning, reprimand, suspension or dismissal as the facts may warrant in addition to any other legal rights they may have.
  - e) Any person who commits a criminal act on County property, on areas under County control or against a County employee, shall be prosecuted to the fullest extent permitted by law.

**C. Procedure:**

- 1) County employee:
  - a) If a county employee is the victim or observes an act prohibited by this policy, he/she should immediately report the incident to his/her supervisor or building security personnel.
  - b) If a criminal act has or may have occurred, the supervisor should contact law enforcement.
  - c) An employee, who has been or may have been the victim of a criminal act, may contact law enforcement in addition to reporting the incident to their supervisor.



2) Member of the public:

- a) If a member of the public is the victim of an act prohibited by this policy, he/she should immediately report the incident to building security personnel.
- b) If building security personnel is not available, the report should be made to the County Legislative Chairperson or the office of the Clerk of the County Legislature.
- c) If a criminal act has or may have occurred, County personnel should contact law enforcement.
- d) Members of the public, who have been or may have been the victim of a criminal act, may also report the incident to law enforcement.

**(Note: Policy shall be periodically reviewed, and any revisions adopted by the Legislature shall be distributed to all County Departments.)**

**CAYUGA COUNTY POLICY MANUAL**  
**Section 13**

**Subject:** Conduct on County Property ~~for All County Employees and Members of the Public~~

**Effective Date:** 5/25/10; Res. 255-10 \_\_\_\_\_  
**Supersedes Policy of:** March 25, 2003

**Policy Title:** Conduct on All County Property

**Objective:** To provide standards of conduct on all County property to ensure an a orderly and respectful environment ~~for Cayuga County Employees and for the members of the public.~~

**Policy:**

The maintenance of public order on County property is the responsibility of all ~~members of the public and each employee.~~ occupants of the property.

~~Employees of the County~~ Occupants and/or visitors to County property ~~should~~ shall, at all times, conduct themselves in a manner so as to reflect a proper respect for public property and the rights of others. To create and maintain this kind of an environment, it is necessary to regulate and set standards of conduct while present on County property.

All persons on County property shall ~~conduct themselves in a respectful and orderly manner. Members of the public shall also respect~~ respect the areas identified as having "no public access" and not enter into the unauthorized areas unless authorized or escorted by a County employee.

All Employees of the County ~~are expected to~~ shall exemplify and reinforce the standards for appropriate behavior and based on the requirements outlined in this policy, as well as those outlined in the Cayuga County Building Policy and the Workforce Violence Policy.

~~A. Prohibited Conduct: No employee, person, or member of the public shall, either alone or with others:~~ No persons on County property

A.

- 1) Injure any person or threaten to do so.
- 2) Damage or destroy County property or the personal property of any other individual.
- 3) Disrupt the orderly conduct of County ~~employees,~~ programs or other County activities.
- 4) Distribute or wear materials on ~~County property~~ that are obscene, advocate illegal action, appear libelous, obstruct the rights of others, or disruptive to County business.
- 5) Enter any County property or facility without proper authorization, or remain on County property or in any County building or facility after being asked to leave or after it is normally closed.

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~~7)6) \_\_\_\_\_ Obstruct the free movement of any person on County property. Adhere to procedures related to access into the designated authorized public areas and non-designated public areas.~~

~~8)7) \_\_\_\_\_ Violate the traffic laws, parking regulations or other restrictions on vehicles.~~

~~9)8) \_\_\_\_\_ Possess, consume, sell, ~~distributed~~ distribute, or exchange alcoholic beverages or controlled substances, or be under the influence of either, on County property.~~

~~10)9)~~ Possess or use firearms or weapons ~~on all County property, including Sterling property,~~ except in the case of law enforcement officers. See Local Law 2 of the year 1995 and hunters as allowed in select areas as per the by Local Law #1 for 2007.

**Commented [GD1]:** I will attach the local law to my email.

~~11)10)~~ Loiter on or about ~~County the~~ property.

~~12)11)~~ Willfully incite others to commit any of the acts prohibited by this policy.

~~13)12)~~ Engage in any action which: interferes with entrances to buildings or the normal flow of pedestrian or vehicular traffic; interferes with organized meetings or other assemblies for the purpose of harassment; obstructs the privacy of County employees, or the functioning of County operations.

#### B. Penalties:

~~B.C.~~ Persons who violate this code shall be subject to the following penalties:

**Commented [SA2]:** Add wording related to "banned from County Property"- Discussion has occurred on this and not sure if the definition and process for this (if you want one) should fall here.

- 1) Visitors to County property shall have their authorization, if any, to remain on County property withdrawn and they shall be directed to leave the premises. If they refuse to leave, they shall be subject to ejection and law enforcement may be notified.
- 2) Trespassers are individuals with no specific license or invitation to be on County property and shall be subject to immediate ejection and shall be prosecuted to the extent permitted by law.
- 3) County employees shall be subject to disciplinary action as the facts may warrant in accordance with Civil Service Law §75 or pursuant to any applicable procedure in a collective bargaining agreement the employee may possess as a member of a union.
- 4) County employees not protected by Civil Service Law §75 or not a member of a union shall be subject to warning, reprimand, suspension or dismissal as the facts may warrant in addition to any other legal rights they may have.
- 5) Any person who commits a criminal act on County property, on areas under County control or against a County employee, shall be prosecuted to the fullest extent permitted by law.

#### C.D. Procedure:

~~1) If a County employee:~~

~~a) If a County employee~~ is the victim of an act prohibited by this policy, he/she should immediately report the incident to his/her supervisor or building security personnel.

~~b) If a criminal act has or may have occurred,~~ the supervisor should contact law enforcement.

~~c) An employee, who has been or may have been the victim of a criminal act,~~ may contact law enforcement in addition to reporting the incident to their supervisor.

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2) ~~Where a m~~Member of the public:

- a) If a member of the public is the victim of an act prohibited by this policy, he/she should immediately report the incident to building security personnel.
- b) If building security personnel is not available, the report should be made to a County ~~supervisory employee, Legislative Chairperson~~ or the office of the Clerk of the County Legislature.
- c) If a criminal act has or may have occurred, County personnel should contact law enforcement.
- d) Members of the public, who have been or may have been the victim of a criminal act, may also report the incident to law enforcement.

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- 3) Any County employee who observes an act prohibited by this policy should immediately report the incident to his/her supervisor or building security personnel. If a criminal act has or may have occurred, the [employee or](#) supervisor should contact law enforcement.

(Note: Policy shall be periodically reviewed ~~by the County Administrator~~ and any revisions adopted by the Legislature shall be distributed to all County Departments.)