



UNION COUNTY BOARD OF COUNTY COMMISSIONERS

ORDINANCE NUMBER: 855-2025
DATE OF INTRODUCTION: 2/6/2025
DATE OF ADOPTION: 2/27/2025

AN ORDINANCE TO AMEND "THE LAWS OF UNION COUNTY: ADMINISTRATIVE CODE AND POLICIES AND GENERAL LEGISLATION" BY AMENDING: PART I -ADMINISTRATIVE CODE: CHAPTER 1, UNION COUNTY GOVERNMENT STRUCTURE: ARTICLE XVII- DEPARTMENT OF ADMINISTRATIVE SERVICES AND ARTICLE XXIV- DEPARTMENT OF ECONOMIC DEVELOPMENT.
AN ORDINANCE TO AMEND "THE LAWS OF UNION COUNTY: ADMINISTRATIVE CODE AND POLICIES AND GENERAL LEGISLATION" BY AMENDING: PART I -ADMINISTRATIVE CODE: CHAPTER 1, UNION COUNTY GOVERNMENT STRUCTURE: ARTICLE XVII- DEPARTMENT OF ADMINISTRATIVE SERVICES AND ARTICLE XXIV- DEPARTMENT OF ECONOMIC DEVELOPMENT.

Continue...

INTRODUCTION					RECORD OF VOTE					FINAL ADOPTION					
COMMISSIONER	Aye	Nay	Abs	Pass	Ord.	Sec	NP	COMMISSIONER	Aye	Nay	Abs	Pass	Ord.	Sec	NP
BAKER, JR.							✓	BAKER, JR.							✓
DELISFORT							✓	DELISFORT	✓						
GRANADOS	✓							GRANADOS	✓						
KOWALSKI	✓					✓		KOWALSKI	✓						
MIRABELLA	✓							MIRABELLA							✓
PALMIER-MOUEDED	✓							PALMIER-MOUEDED	✓						
WILLIAMS	✓							WILLIAMS	✓					✓	
BODEK VICE-CHAIRMAN	✓							BODEK VICE-CHAIRMAN	✓				✓		
LEON CHAIRWOMAN	✓							LEON CHAIRWOMAN	✓						

APPROVED AS TO FORM

COUNTY ATTORNEY

I hereby certify the above is an original ordinance adopted by the Board of County Commissioners of the County of Union on the aforementioned date.

CLERK

NO SUFFICIENCY
OF FUNDS REQUIRED

I hereby certify the above is a certified copy of an original ordinance adopted by the Board of County Commissioners of the County of Union on the aforementioned date.

CLERK

BE IT ORDAINED, by the Union County Board of County Commissioners that the "Laws of Union County" are hereby amended, including appropriate and necessary changes to the Table of Contents thereof, to be as follows:

PART I - ADMINISTRATIVE CODE

Chapter 1, UNION COUNTY GOVERNMENT STRUCTURE

ARTICLE XVII- Department of Administrative Services

§ 1-98. General purpose; department organization.

There shall be a Department of Administrative Services for the purpose of conducting personnel management and labor relations, purchasing, coordinating and monitoring the administration of all County insurance programs, motor vehicle fleet management and mailroom & messenger services. The Director of Administrative Services shall be the head of the Department and shall be responsible to the County Manager for its operation. There may be a Deputy Director of the Department of Administrative Services who shall under the direction and supervision of the Director of the Department of Administrative Services assist in the orderly and efficient administration of the Department, performing whatever supervisory or administrative duties the Director deems necessary and proper.

A. The Department of Administrative Services shall include the following:

- (1) UNCHANGED.
- (2) UNCHANGED.
- (3) UNCHANGED.
- (4) The Division of Motor Vehicles and Mailroom.
- (5) UNCHANGED.

§ 1-99.3. Division of Motor Vehicles and Mailroom.

- A. Under the direction and supervision of the Director of the Department of Administrative Services, the functions and responsibilities the Division of Motor Vehicles and Mailroom shall include the management, maintenance and repairs of all County-owned vehicles except the vehicles under the jurisdiction of the Department of Public Works and Facilities.
- B. Division head. The Director of the Division of Motor Vehicles and Mailroom shall be the head of the Division and shall be responsible to the Director of the Department Administrative Services for its operation.
- C. Division organization.
 - (1) Within the Division, there shall be the Bureau of Mailroom & Messenger Services.
 - (2) The Bureau Chief shall be the head of the bureau and shall be responsible to the Director of the Division of Motor Vehicles and Mailroom.
 - (3) The general functions of the Division of Motor Vehicles and Mailroom shall include:
 - (a) UNCHANGED.
 - (b) UNCHANGED.
 - (c) UNCHANGED.
 - (d) UNCHANGED.

(4) The Bureau of Mailroom & Messenger Services functions shall include all County mailroom and messenger services.

(5) DELETED (moved to § 1-158. Bureau of Information Technology).

ARTICLE XXIV, Department of Economic Development

§ 1-158. Bureau of Information Technology

A. Under the direction and supervision of the Director of The Department of Economic Development, the Bureau of Information Technology's functions and responsibilities shall include:

1. through 10. UNCHANGED.

[NEW SECTION, moved from § 1-99.3. Division of Motor Vehicles and Telecommunications.]

11. Being responsible to provide telecommunications services and support for the telephone room functions by:

(a.) Handling all requests for telephone, radio, public address and intercommunications services made by officials of the County, planning service needs and ordering equipment.

(b.) Being responsible for the design and implementation of all audio systems utilized by the County.

(c.) Providing for the repair and preventive maintenance of all public address and audio systems, intercommunication systems and other electronic equipment.

(d.) Operating all telephone switches and maintaining up-to-date information pertaining to telephone numbers of employees and offices.

AND, BE IT FURTHER ORDAINED, in case any section, subsection, paragraph, subdivision, clause or provision of this ordinance shall be judged invalid by a court of competent jurisdiction, such order or judgment shall not affect or invalidate the remainder of any section, paragraph, subdivision, clause or provision of this ordinance, and to this end, the provisions of each section, paragraph, subdivision, clause or provision of this ordinance are hereby declared to be severable;

AND, BE IT FURTHER ORDAINED, that each section of this ordinance shall take effect at the time and in the manner provided by law, unless otherwise indicated.