

GOVERNMENT REVIEW & EFFICIENCY COMMITTEE
August 5, 2021 4:00 p.m.

AGENDA

Chair: Matthew Veitch

Members:

Eric Connolly - VC
Tara Gaston
Joe Grasso
Jean Raymond
Jon Schopf
Kevin Tollisen

- I. Welcome and Attendance
- II. Approval of the minutes of the July 7, 2021 meeting
- III. Records Management Update
- IV. Budget Process Updates
- V. Travel and Discretionary Policy Updates
- VI. Discussion - Parking Policy Update
- VII. Other Business
- VIII. Adjournment

The public will have an opportunity to hear the meeting live via an audio signal using this call-in number and access code: Dial: 1-978-990-5145 Access Code: 1840389



SARATOGA COUNTY

AGENDA ITEM REQUEST FORM

TO: Steve Bulger, County Administrator
Ridge Harris, Deputy County Administrator
Michael Hartnett, County Attorney
Therese Connolly, Clerk of the Board

CC: Jason Kemper, Planning Director
Bridget Rider, Deputy Clerk of the Board
Matt Rose, Management Analyst
Clare Giammusso, County Attorney's Office

FROM: County Attorney o/b/o Supervisor Veitch - Chair, GR&E Committee

DATE: August 2, 2021

RE: Budget Policy Amendments - Capital Planning and Outside Agency Funding

COMMITTEE: Government Review and Efficiency

1. Is a Resolution Required: **YES** or **NO**
(If YES, please complete #2- #10) (If NO, skip to #10 and provide reason for bringing the item)
2. Is a Budget Amendment needed: **YES** or **NO**
(If yes, budget lines and impact must be provided)
3. Are there Amendments to the Compensation Schedule: **YES** or **NO**
(If yes, provide details)
4. Specific details on what the resolution will authorize:
Amendment of the Operating Budget Procedure last amended on 7/20/2021 by Resolution 211-2020.
5. Does this item require hiring a Vendors/Contractors: **YES** or **NO**
 - a. Were bids/proposals solicited:
 - b. Is the vendor/contractor a sole source:
 - c. Commencement date of contract term:
 - d. Termination of contract date:
 - e. Contract renewal and term:
 - f. Contact information:
 - g. Is the vendor/contractor an LLS, PLLC or partnership:
 - h. State of vendor/contractor organization:
 - i. Is this a renewal agreement: **YES** or **NO**
 - j. Vendor/Contractor comment/remarks:



SARATOGA COUNTY

AGENDA ITEM REQUEST FORM

6. Is this an annual housekeeping resolution: YES or NO
(If yes, attach the last approved resolution)
- a. What were the terms of the prior resolution
 - b. Are the terms changing:
 - c. What is the reason for the change in terms:
7. Is a new position being created: YES or NO
- a. Effective date
 - b. Salary and grade
8. Is a new employee being hired: YES or NO
- a. Effective date of employment
 - b. Salary and grade
 - c. Appointed position:
 - d. Term:
9. Is a grant being accepted: YES or NO
- a. Source of grant funding:
 - b. Amount of grant:
 - c. Purpose grant will be used for:
 - d. Equipment and/or services being purchased with the grant:
 - e. Time period grant covers:
10. Remarks/Reasoning (Supporting documentation must be attached to this form):

Attachments:

Current Operating Budget Policy

Most Recent Amendment Resolution (211-2021)

Proposed Policy with Changes.

County Law Section 373

Chapter: 2
Section: A
Page: 1
Date: 7/20/2021
Opr.: Cty. Admin.
Adopted: 6/01/1984
Revised.: 128-1997
211-2021

OPERATING BUDGET PROCEDURE

The preparation of the annual operating budget is governed by County Law Chapter VII as augmented by County procedures. The following timetable and guidelines will be used in Budget preparation unless otherwise modified by the Law & Finance Committee or the County Administrator, or if required by County Law to be modified by Local Law, as applicable.

A. Preparation and Submission of Budget Requests

1. The County Administrator will send Budget worksheets to the head of each Department and Operating Agency by July 15th.
2. As established by Local Law No. 1 of 1950, each Department Head and Head of Operating Agencies shall prepare an annual budget request for the succeeding year and submit them to the County Administrator on or before the second Monday in September. The County Administrator shall share the budget requests with the Law & Finance Committee, and the applicable Chair of each Standing Committee of the Board of Supervisors with jurisdiction over the relevant County Department.
3. In preparing the budget, each Department Head will explain all increases over line items from the previous year and be prepared to explain each line item at the request of the Law & Finance Committee and applicable Chair of the relevant Standing Committee, or County Administrator. In addition, any requests for equipment, personnel or new programs must be fully explained. All explanations shall be in writing and shall be filed on the same date as the budget request.
4. In the event that a Department Head fails to submit an estimate by October 1st, the County Administrator shall prepare the budget request for the affected Department.

B. Preparation and filing of Tentative Budget

1. The Law & Finance Committee, in collaboration with the applicable Chair of the relevant Board Standing Committee, and the County Administrator, shall review and investigate the budget requests. The Department Head or head of any Operating Agency shall be required to provide data and information and to answer inquiries pertinent to such review or investigation.

Chapter: 2
Section: A
Page: 2
Date: 7/20/2021
Opr.: Cty. Admin.
Adopted: 6/01/1984
Revised.: 128-1997
211-2021

2. Upon the completion of the review and investigation of the budget requests from the Departments and relevant Operating Agencies, the County Administrator shall prepare a tentative budget, accompanied by a budget message with the relevant sections as provided in Section 374 of the County Law. Additionally, the County Administrator shall prepare an appropriation resolution as provided in Section 356 of the County Law.
3. As established by Local Law No. 1 of 1950, the tentative budget, the budget message, and appropriation resolution shall be prepared and filed by the County Administrator with the Clerk of the Board no later than the 15th day of October.
4. Within two (2) business days of filing, copies of the Tentative Budget and Budget message shall be shared electronically with each member of the Board of Supervisors and posted to the Saratoga County Website in a prominent location easily accessible to the public. Paper copies of the Tentative Budget and Budget message shall be printed upon request of any Supervisor or other County official or employee.

C. Contents of the Tentative Budget

1. The tentative budget as submitted to the Board of Supervisors shall contain the following:
 - a. A statement of the several amounts recommended as necessary to be appropriated for conducting the business of the county for the ensuing fiscal year. Such statement shall be classified by funds and Departments and Operating Agencies which shall be subdivided according to units of organization and shall itemize the character and object of expenditure.
 - b. A statement of the several amounts recommended to be appropriated for Public Benefit Agreements and Supported Outside Agencies.
 - c. A statement of the amount required for payment of interest on and amortization of or redemption of indebtedness of the County during the ensuing fiscal year.
 - d. A statement of the amount recommended as necessary to be appropriated for the payment of judgments against the County payable during the ensuing fiscal year.
 - e. A statement of the amounts needed to provide for uncollectible and uncollected real property taxes.
 - f. A statement of the estimated amount of revenues to be received by the County during the ensuing fiscal year, other than the proceeds of the tax on real estate levied for such fiscal year. Such statement shall be classified to show receipts by funds, administrative units, and sources of revenue.

Chapter: 2
Section: A
Page: 3
Date: 7/20/2021
Opr.: Cty. Admin.
Revised.: 128-1997
211-2021

- g. A statement of the fund balance for each fund estimated to be on hand at the close of the current fiscal year.
 - h. A statement of the amount of any sinking fund which is available, and which is required to be applied to the payment of the principal of and interest on any indebtedness of the county falling due during the ensuing fiscal year.
 - i. A statement for each reserve fund established showing the current amount, the purpose for which the reserve fund was established and the amounts, if any, recommended to be spent during the ensuing fiscal year.
2. The tentative budget shall be subdivided into the following:
- a. A schedule of recommended appropriations, arranged as to show in parallel columns the following comparative information:
 - i. Expenditures for the last completed fiscal year
 - ii. Appropriations for the current fiscal year, reflecting supplemental appropriations to a date not more than forty-five days prior to the filing of the tentative budget with the Clerk of the Board of Supervisors
 - iii. The amounts requested to be appropriated by Departments, Public Benefit Agreements and Outside Agencies for the ensuing fiscal year
 - iv. The County Administrator's recommended appropriations for the ensuing fiscal year.
 - b. A schedule of estimated revenues other than real estate taxes to be levied, arranged as to show in parallel columns the following comparative information:
 - i. Revenues for the last completed fiscal year
 - ii. Estimated revenues for the current fiscal year as modified to a date not more than forty-five days prior to the filing of the tentative budget with the clerk of the Board of Supervisors
 - iii. The County Administrator's estimate of revenues for the ensuing fiscal year.
 - c. A schedule of estimated fund balances and the amounts thereof to be appropriated in the ensuing fiscal year's budget.
 - d. A schedule of reserve funds containing the statements required by paragraph (i) of subdivision 1 of this section.
 - e. An outline showing the computation of the amount or amounts to be levied on real estate.

Chapter: 2
Section: A
Page: 4
Date: 7/20/2021
Opr.: Cty. Admin.
Revised.: 128-1997
211-2021

- f. Additionally, a worksheet showing Equalization rate for each Town and City within the County shall also be prepared
- g. A supplemental statement shall be included at the end of the tentative budget which shall set forth the indebtedness of the county evidenced by bonds and notes, including indebtedness authorized and unissued, as of a date not more than forty-five days prior to the filing of the tentative budget with the clerk of the board of supervisors.
- h. The tentative budget shall include any other matter which the Board of Supervisors by Resolution or by Local Law may require or which the County Administrator deems advisable.

D. Review of the Tentative Budget by Law & Finance

1. As established by Local Law No. 1 of 1950, the Law and Finance Committee of the Board of Supervisors is designated as the committee to review the tentative budget required to be submitted to the Board of Supervisors by the County Administrator.
2. Upon the filing of the tentative budget with the Clerk of the Board, the Law & Finance Committee shall review the tentative budget. The Law & Finance Committee must review the tentative budget, and if any changes are proposed, shall prepare a report and file the same with the Clerk of the Board setting forth any proposed changes, alterations, or revisions in the tentative budget. As established by Local Law No. 1 of 1950, The Law and Finance Committee shall, within ten days after the receipt of a copy of the tentative budget, file such report with the Clerk of the Board.
3. All changes, revisions, or alterations of the tentative budget must be 'budget neutral' and maintain a balanced budget of offsetting expenses and revenues.
4. Within two (2) business days of its submission, copies of the Law & Finance Committee report shall be shared electronically with each member of the Board of Supervisors and posted to the Saratoga County Website in a prominent location easily accessible to the public. Paper copies of the report shall be printed upon request of any Supervisor or other County official or employee. A copy of the report shall remain on file in the office of the Clerk of the Board and shall be open to public inspection during business hours.

Chapter: 2
Section: A
Page: 5
Date: 7/20/2021
Opr.: Cty. Admin.
Revised.: 128-1997
211-2021

E. Budget Workshop

1. After the filing of the report of the Law & Finance Committee, or after the 10-day time limit for filing the report as provided in Local Law No. 1 of 1950 has expired, the Board of Supervisors shall schedule a 'Budget Workshop' meeting, which shall be called pursuant to the Rules of the Board of Supervisors process for calling a special meeting (Res. 1-21). At the Budget Workshop the Board of Supervisors may by formal resolution change, alter or revise the tentative budget.
2. All changes, revisions, or alterations of the tentative budget must be 'budget neutral' and maintain a balanced budget of offsetting expenses and revenues.
3. Within two (2) business days of the passage of the resolution, copies of the resolution shall be shared electronically with each member of the Board of Supervisors and posted to the Saratoga County Website in a prominent location easily accessible to the public. Paper copies of the resolution shall be printed upon request of any Supervisor or other County official or employee. A copy of the Board's resolution approving such changes shall remain on file in the office of the Clerk of the Board and shall be open to public inspection during business hours.

F. Public Hearing

1. Before the final adoption of the budget, the Board of Supervisors shall hold a public hearing on the tentative budget including all such changes, alterations, and revisions, as shall have been made by both the Law & Finance Committee, and by the Board of Supervisors by resolution at the Budget Workshop meeting.
2. The Clerk of the Board shall publish notice of the Public Hearing pursuant to County Law Section 359.
3. The Public Hearing shall be held no later than December 20th.

G. Adoption

1. After completion of the public hearing, the Board of Supervisors, by resolution, may further change, alter, and revise the tentative budget.
2. All changes, revisions, or alterations of the tentative budget must be 'budget neutral' and maintain a balanced budget of offsetting expenses and revenues.

Chapter: 2
Section: A
Page: 6
Date: 7/20/2021
Opr.: Cty. Admin.
Revised.: 128-1997
211-2021

3. The tentative budget as changed, altered, and revised shall be finally adopted by resolution of the Board of Supervisors no later than December 20th.
4. Immediately upon the final adoption of the budget, the appropriation resolution as filed with the Clerk of the Board with such amendments as may be necessary to make it conform to the budget as finally adopted, shall be passed by the Board of Supervisors. The budget as finally adopted shall be printed in the annual volume of printed proceedings.
5. Within two (2) business days of adoption, copies of the budget, shall be shared electronically with each member of the Board of Supervisors and posted to the Saratoga County Website in a prominent location easily accessible to the public. Paper copies of the adopted budget shall be printed upon request of any Supervisor or other County official or employee. A copy of the adopted budget shall remain on file in the office of the Clerk of the Board and shall be open to public inspection during business hours. Copies of the adopted budget, both electronic and printed, shall be made available no later than December 31st.
6. The adopted budget will be continuously monitored by each Department Head and by the County Administrator. This monitoring will include but not be limited to the formal expenditure and revenue forecasting described in Section "F" of this chapter. Adequate monitoring will allow Department Heads to avoid many budget transfers by improved expenditure control, to make necessary transfers by improved expenditure control, to make necessary transfers more comprehensive and to improve the accuracy of future budgets.

CAPITAL BUDGET PROCEDURES

GENERAL POLICY

As part of its commitment to long and short term planning, the Board of Supervisors has directed the establishment and maintenance of a six year Capital Improvement Plan. This plan will be the foundation for an annual Capital Register and will be filed with the adopted as part of the Annual County Budget. The plan will indicate all expected capital expenditures for a six-year period and will include an expenditure flow chart and the source of funding for all projects and equipment. The Board has committed annual revenues equaling at least 20% of total sales tax revenue to the Capital Improvement Program.

LONG TERM CAPITAL PLANNING COMMITTEE

The capital improvement program will be overseen by the Long Range Capital Planning Committee (LRCPC). This Committee shall be Chaired by the County Administrator and its membership shall consist of the incumbents of the following offices: Chairman of the Board, Chairman of the Law and Finance Committee, County Attorney, Chief Fiscal Officer, Commissioner of Public Works, and the Chairman of the Planning Board or its designee. In addition, the Chairman of the Board shall appoint two other members from among the members of the Board of Supervisors. The LRCPC will review the status of the Capital Plan quarterly, based on a report of the County Administrator. The LRCPC will also review and make recommendations on all requests for capital projects prior to any action of the full Board of Supervisors.

ITEMS SUBJECT TO CAPITAL BUDGET PROCEDURES

In general, any item costing more than \$10,000 and having a useful life of more than 5 years will be subject to the review and approval procedure described below. However, the County Administrator may, at his discretion, exclude equipment replacement purchases where such replacement is routine and where the unit cost does not substantially exceed \$10,000 nor the useful life substantially exceed 5 years. Likewise, the County Administrator may recommend inclusion of lesser expenditures which may have a significant effect on County operations.

Capital projects will include capital improvements, long-cycle maintenance of capital assets, and large equipment purchases. Capital projects may also include feasibility studies (even if no subsequent action is anticipated) and computer software (even if there is no related equipment purchase) as long as the cost and useful-life criteria are met.

Financial accounting for capital projects will depend on the nature of the project, the length of time required to complete the project, the number of transactions involved in the total project cost, and the requirements of State and Federal Law. The possibilities range from simple inclusion in a department's operating budget to establishment of a multi-year capital fund. The determination of the appropriate accounting will be made by the Chief Fiscal Officer and the Budget Officer.

REVIEW AND APPROVAL OF CAPITAL REQUESTS

For a capital item to be included in the Tentative Budget or for the Budget Officer to recommend the establishment of a separate capital fund, the expenditure must be included as a first-year item in the LRCPC's Six Year Capital Plan. Consequently, whenever a department head anticipates an expenditure which might be considered a capital item, he/she shall obtain a determination from the County Administrator. The County Administrator will make such determinations, based on the criteria described above, whenever inquiries are received. However, for items to be included in a given year's Six Year Capital Plan, an inquiry must be made by June 30 of that year. The following procedures will be followed in reviewing requests:

1. The County Administrator will provide a capital request form to any department head planning a capital expenditure.
2. The Department Head will complete the form, including the following information and submit it to the County Administrator:
 - a. a description of the project
 - b. date needed
 - c. estimated total cost
 - d. anticipated source or sources of funds
 - e. anticipated effect on personnel, space needs, and other operating expenses
 - f. justification in terms of reduced cost or improved service

Greater detail, specificity and documentation may be required and the County Administrator may require any County employee to assist in the preparation of such information.

3. The County Administrator will distribute all capital requests to the LRCPC members by July 30 of each year.
4. Each year in August and September, the LRCPC will review all capital requests received through July. It will evaluate them in the context of the preceding year's Six Year Capital Plan, establish priorities, modify the remaining years of the old Six Year Capital Plan as needed, and establish a new Six Year Capital Plan by September 30.
5. As a result of the LRCPC review, a capital request may be
 - a. included in the Six Year Capital Plan
 - b. held in abeyance pending more information or funding
 - c. rejected as an ineffective use of County money.
6. The Six Year Capital Plan will be presented to the Board for adoption., The Board, of course, may modify it and is not required to follow it, even after adoption. However, the first year of the plan will be reflected in the Tentative Budget for the following year and County Department Heads will rely on the Plan as a context within which they make their own plans for staffing and fiscal control.

CAPTIAL BUDGET PROCEDURES FOR BOARD INITIATED REQUESTS

Notwithstanding the procedures outlined above, any Standing Committee may recommend the approval of the Capital Improvement Project at any time. Before such a request is considered by the Law and Finance Committee, it will be referred to the LRCPC. The County Administrator and the Commissioner of Public Works will investigate the request to confirm costs, determine impact upon operating and maintenance expenditures and provide any other information requested by the LRCPC. Within 60 days of the referral, the LRCPC will meet and make a recommendation on inclusion of the project in the six year plan. If the project is approved by the Board, County funding will come from contingency funds, reserve funds, or fund balance and the Capital Improvement Fund will be amended to reflect Board action.

SPECIAL RESERVE FUNDS

From time to time it is desirable to earmark funds for large capital projects which are not scheduled for funding in the immediate future. This is especially true where the total cost of the prospective project is so large it would have a negative effect on the over all

County Budget. The LRCPC may recommend the creation of capital contingency reserve funds for such funds. These reserve funds will be reviewed annually, and in the event that such a prospective project is cancelled, the funds so accrued will be returned to the general fund.

NEW PROGRAM REVIEW PROCEDURES

GENERAL POLICY

As part of its commitment to long term financial planning, the Board of Supervisors has directed the establishment of a counterpoint procedure for evaluating new general program proposals to complement the highway improvement plan, the capital improvement plan and the tax stabilization plan all of which are based on a 5 year time span.

In this context, general programs are defined as committee or department recommended projects or new programs of a non-capital nature that will have a long term impact on County finances. This procedure is consistent with the County philosophy that proposals for expenditures should be based on a logical and thorough analysis of the need for and the cost/benefits resulting from new programs to be introduced.

RESPONSIBILITIES

New programs will be introduced through the annual budget, or in special cases where time is of the essence, through the legislative system by and through the appropriate standing or ad hoc committee.

The cognizant department head will be responsible for developing the analysis of the scope, cost, funding and benefits involved in this proposal, and reviewing these items with the County Administrator.

All new programs will be reviewed by the Law and Finance Committee before introduction to the body as a whole.

DEFINITION

Any new program with an estimated cost of more than \$25,000 for the first and subsequent years will be subject to this procedure. Committee Chairpersons or the County Administrator may direct that this procedure be used for programs under that value on a discretionary basis.

REVIEW AND APPROVAL PROCEDURE

In order to be considered for funding in the tentative budget for the following year, new programs should be processed, if possible, before August of the year submitted.

The following information and data should be developed and provided on the form attached in order to permit a thorough evaluation of the program.

- a. a description of the program including a specific needs assessment;
- b. proposed implementation date and schedule;
- c. statement of application and scope in terms of County beneficiaries;
- d. cost per year (5 years) including operating expenses;
- e. financial benefits or payback (5 years);
- f. funding sources anticipated;
- g. justification in terms of cost savings, improved services, etc.;
- h. analysis of comparable services available (private or government).

DEFINITIONS

Capital	Assets which constitute an addition to or betterment of existing net worth.
Capital Improvement Projects	Investments of funds in Capital Items, such as buildings, which last at least five (5) years and are not repeated annually.
Capital Equipment	One time expenditures, not repeated annually, normally lasting less than five (5) years.
Maintenance Projects	Capital expenditures needed to maintain existing Capital Improvements, not repeated annually.
Capital Budget	A plan of proposed Capital outlays and the means of financing them for the current calendar year, and a series of subsequent years.
Funding	The legislative action taken to appropriate necessary monies to finance a Capital Improvement.

Source of Funding	The method of revenue origination designated to provide the monies to underwrite the Improvements.
Tentative Budget	The operating plan presented annually by the Budget Officer to the governing board.
Adopted Budget	The final budget approved by majority vote of the governing board. It includes operating budget for the ensuing year as well as the first year of the Capital Improvement.
Budget Message	A brief narrative outlining the major features of the tentative budget as presented by the Budget Officer to the governing board.



SARATOGA COUNTY BOARD OF SUPERVISORS

RESOLUTION 211 – 2021

Introduced by Supervisors Veitch, Connolly, Gaston, Grasso, Raymond, Schopf and Tollisen

AMENDING THE POLICIES AND PROCEDURES MANUAL UNDER OPERATING BUDGET PROCEDURE

WHEREAS, Resolution 330-82 adopted a manual of Policies and Procedures for the conduct of Saratoga County government; and

WHEREAS, since adoption, the Board of Supervisors has enacted several amendments to the Manual; and

WHEREAS, the annual review of the Manual, mandated by Section 104-b of the General Municipal Law, has disclosed the appropriateness of revisions proposed by the Board's Government Review and Efficiency Committee to the County's Operating Budget Policy; and

WHEREAS, a copy of the Government Review and Efficiency Committee's proposed Operating Budget Policy was provided to each member of this Board; and

WHEREAS, the Government Review and Efficiency Committee, and the Law and Finance Committee have recommended that the Operating Budget Policy be amended as proposed; and

WHEREAS, implementation of any legislative revisions to the Manual requires the approval of the Board; now, therefore, be it

RESOLVED, that the following section of the Saratoga County Policies and Procedures Manual is amended to revise the Operating Budget Policy, as more particularly described in the Government Review and Efficiency proposal:

<u>CHAP/SECTION</u>	<u>TITLE</u>	<u>LAST AMENDED</u>	<u>RESOL.</u>
2 A	Operating Budget	September 1997	128 of 1997

and, be it further

RESOLVED, that the Human Resources Department shall distribute copies of this amendment to all County departments and agencies.

BUDGET IMPACT STATEMENT: No budget impact.

Chapter: 2
Section: A
Page: 1
Date: 7/20/2021
Opr.: Cty. Admin.
Adopted: 6/01/1984
Revised.: 128-1997
211-2021

OPERATING BUDGET PROCEDURE

The preparation of the annual operating budget is governed by County Law Chapter VII as augmented by County procedures. The following timetable and guidelines will be used in Budget preparation unless otherwise modified by the Law & Finance Committee or the County Administrator, or if required by County Law to be modified by Local Law, as applicable.

A. Preparation and Submission of Budget Requests

1. The County Administrator will send Budget worksheets to the head of each Department and Operating Agency by July 15th.
2. As established by Local Law No. 1 of 1950, each Department Head and Head of Operating Agencies shall prepare an annual budget request for the succeeding year and submit them to the County Administrator on or before the second Monday in September. The County Administrator shall share the budget requests with the Law & Finance Committee, and the applicable Chair of each Standing Committee of the Board of Supervisors with jurisdiction over the relevant County Department.
3. In preparing the budget, each Department Head will explain all increases over line items from the previous year and be prepared to explain each line item at the request of the Law & Finance Committee and applicable Chair of the relevant Standing Committee, or County Administrator. In addition, any requests for equipment, personnel or new programs must be fully explained. All explanations shall be in writing and shall be filed on the same date as the budget request.
4. In the event that a Department Head fails to submit an estimate by October 1st, the County Administrator shall prepare the budget request for the affected Department.

B. Preparation and filing of Tentative Budget

1. The Law & Finance Committee, in collaboration with the applicable Chair of the relevant Board Standing Committee, and the County Administrator, shall review and investigate the budget requests. The Department Head or head of any Operating Agency shall be required to provide data and information and to answer inquiries pertinent to such review or investigation.

Chapter: 2
Section: A
Page: 2
Date: 7/20/2021
Opr.: Cty. Admin.
Adopted: 6/01/1984
Revised.: 128-1997
211-2021

2. Upon the completion of the review and investigation of the budget requests from the Departments and relevant Operating Agencies, the County Administrator shall prepare a tentative budget, accompanied by a budget message with the relevant sections as provided in Section 374 of the County Law. Additionally, the County Administrator shall prepare an appropriation resolution as provided in Section 356 of the County Law.
3. As established by Local Law No. 1 of 1950, the tentative budget, the budget message, and appropriation resolution shall be prepared and filed by the County Administrator with the Clerk of the Board no later than the 15th day of October.
4. Within two (2) business days of filing, copies of the Tentative Budget and Budget message shall be shared electronically with each member of the Board of Supervisors and posted to the Saratoga County Website in a prominent location easily accessible to the public. Paper copies of the Tentative Budget and Budget message shall be printed upon request of any Supervisor or other County official or employee.

C. Contents of the Tentative Budget

1. The tentative budget as submitted to the Board of Supervisors shall contain the following:
 - a. A statement of the several amounts recommended as necessary to be appropriated for conducting the business of the county for the ensuing fiscal year. Such statement shall be classified by funds and Departments and Operating Agencies which shall be subdivided according to units of organization and shall itemize the character and object of expenditure.
 - b. A statement of the several amounts recommended to be appropriated for Public Benefit Agreements and Supported Outside Agencies.
 - c. A statement of the amount required for payment of interest on and amortization of or redemption of indebtedness of the County during the ensuing fiscal year.
 - d. A statement of the amount recommended as necessary to be appropriated for the payment of judgments against the County payable during the ensuing fiscal year.
 - e. A statement of the amounts needed to provide for uncollectible and uncollected real property taxes.
 - f. A statement of the estimated amount of revenues to be received by the County during the ensuing fiscal year, other than the proceeds of the tax on real estate levied for such fiscal year. Such statement shall be classified to show receipts by funds, administrative units, and sources of revenue.

Chapter: 2
Section: A
Page: 3
Date: 7/20/2021
Opr.: Cty. Admin.
Revised.: 128-1997
211-2021

- g. A statement of the fund balance for each fund estimated to be on hand at the close of the current fiscal year.
 - h. A statement of the amount of any sinking fund which is available, and which is required to be applied to the payment of the principal of and interest on any indebtedness of the county falling due during the ensuing fiscal year.
 - i. A statement for each reserve fund established showing the current amount, the purpose for which the reserve fund was established and the amounts, if any, recommended to be spent during the ensuing fiscal year.
2. The tentative budget shall be subdivided into the following:
- a. A schedule of recommended appropriations, arranged as to show in parallel columns the following comparative information:
 - i. Expenditures for the last completed fiscal year
 - ii. Appropriations for the current fiscal year, reflecting supplemental appropriations to a date not more than forty-five days prior to the filing of the tentative budget with the Clerk of the Board of Supervisors
 - iii. The amounts requested to be appropriated by Departments, Public Benefit Agreements and Outside Agencies for the ensuing fiscal year
 - iv. The County Administrator's recommended appropriations for the ensuing fiscal year.
 - b. A schedule of estimated revenues other than real estate taxes to be levied, arranged as to show in parallel columns the following comparative information:
 - i. Revenues for the last completed fiscal year
 - ii. Estimated revenues for the current fiscal year as modified to a date not more than forty-five days prior to the filing of the tentative budget with the clerk of the Board of Supervisors
 - iii. The County Administrator's estimate of revenues for the ensuing fiscal year.
 - c. A schedule of estimated fund balances and the amounts thereof to be appropriated in the ensuing fiscal year's budget.
 - d. A schedule of reserve funds containing the statements required by paragraph (i) of subdivision 1 of this section.
 - e. An outline showing the computation of the amount or amounts to be levied on real estate.

Chapter: 2
Section: A
Page: 4
Date: 7/20/2021
Opr.: Cty. Admin.
Revised.: 128-1997
211-2021

- f. Additionally, a worksheet showing Equalization rate for each Town and City within the County shall also be prepared
- g. A supplemental statement shall be included at the end of the tentative budget which shall set forth the indebtedness of the county evidenced by bonds and notes, including indebtedness authorized and unissued, as of a date not more than forty-five days prior to the filing of the tentative budget with the clerk of the board of supervisors.
- h. The tentative budget shall include any other matter which the Board of Supervisors by Resolution or by Local Law may require or which the County Administrator deems advisable.

D. Review of the Tentative Budget by Law & Finance

- 1. As established by Local Law No. 1 of 1950, the Law and Finance Committee of the Board of Supervisors is designated as the committee to review the tentative budget required to be submitted to the Board of Supervisors by the County Administrator.
- 2. Upon the filing of the tentative budget with the Clerk of the Board, the Law & Finance Committee shall review the tentative budget. The Law & Finance Committee must review the tentative budget, and if any changes are proposed, shall prepare a report and file the same with the Clerk of the Board setting forth any proposed changes, alterations, or revisions in the tentative budget. As established by Local Law No. 1 of 1950, The Law and Finance Committee shall, within ten days after the receipt of a copy of the tentative budget, file such report with the Clerk of the Board.
- 3. All changes, revisions, or alterations of the tentative budget must be 'budget neutral' and maintain a balanced budget of offsetting expenses and revenues.
- 4. Within two (2) business days of its submission, copies of the Law & Finance Committee report shall be shared electronically with each member of the Board of Supervisors and posted to the Saratoga County Website in a prominent location easily accessible to the public. Paper copies of the report shall be printed upon request of any Supervisor or other County official or employee. A copy of the report shall remain on file in the office of the Clerk of the Board and shall be open to public inspection during business hours.

Chapter: 2
Section: A
Page: 5
Date: 7/20/2021
Opr.: Cty. Admin.
Revised.: 128-1997
211-2021

E. Budget Workshop

1. After the filing of the report of the Law & Finance Committee, or after the 10-day time limit for filing the report as provided in Local Law No. 1 of 1950 has expired, the Board of Supervisors shall schedule a 'Budget Workshop' meeting, which shall be called pursuant to the Rules of the Board of Supervisors process for calling a special meeting (Res. 1-21). At the Budget Workshop the Board of Supervisors may by formal resolution change, alter or revise the tentative budget.
2. All changes, revisions, or alterations of the tentative budget must be 'budget neutral' and maintain a balanced budget of offsetting expenses and revenues.
3. Within two (2) business days of the passage of the resolution, copies of the resolution shall be shared electronically with each member of the Board of Supervisors and posted to the Saratoga County Website in a prominent location easily accessible to the public. Paper copies of the resolution shall be printed upon request of any Supervisor or other County official or employee. A copy of the Board's resolution approving such changes shall remain on file in the office of the Clerk of the Board and shall be open to public inspection during business hours.

F. Public Hearing

1. Before the final adoption of the budget, the Board of Supervisors shall hold a public hearing on the tentative budget including all such changes, alterations, and revisions, as shall have been made by both the Law & Finance Committee, and by the Board of Supervisors by resolution at the Budget Workshop meeting.
2. The Clerk of the Board shall publish notice of the Public Hearing pursuant to County Law Section 359.
3. The Public Hearing shall be held no later than December 20th.

G. Adoption

1. After completion of the public hearing, the Board of Supervisors, by resolution, may further change, alter, and revise the tentative budget.
2. All changes, revisions, or alterations of the tentative budget must be 'budget neutral' and maintain a balanced budget of offsetting expenses and revenues.

Chapter: 2
Section: A
Page: 6
Date: 7/20/2021
Opr.: Cty. Admin.
Revised.: 128-1997
211-2021

3. The tentative budget as changed, altered, and revised shall be finally adopted by resolution of the Board of Supervisors no later than December 20th.
4. Immediately upon the final adoption of the budget, the appropriation resolution as filed with the Clerk of the Board with such amendments as may be necessary to make it conform to the budget as finally adopted, shall be passed by the Board of Supervisors. The budget as finally adopted shall be printed in the annual volume of printed proceedings.
5. Within two (2) business days of adoption, copies of the budget, shall be shared electronically with each member of the Board of Supervisors and posted to the Saratoga County Website in a prominent location easily accessible to the public. Paper copies of the adopted budget shall be printed upon request of any Supervisor or other County official or employee. A copy of the adopted budget shall remain on file in the office of the Clerk of the Board and shall be open to public inspection during business hours. Copies of the adopted budget, both electronic and printed, shall be made available no later than December 31st.
6. The adopted budget will be continuously monitored by each Department Head and by the County Administrator. This monitoring will include but not be limited to the formal expenditure and revenue forecasting described in Section "F" of this chapter. Adequate monitoring will allow Department Heads to avoid many budget transfers by improved expenditure control, to make necessary transfers by improved expenditure control, to make necessary transfers more comprehensive and to improve the accuracy of future budgets.

CAPITAL BUDGET PROCEDURE

The County's Capital Budget Procedure is defined by Chapter VII of the County Law, Section 373. The Capital Program shall be presented annually by the Budget Officer during the budget process. As part of its commitment to long- and short-term planning, the Board of Supervisors has directed the establishment and maintenance of the Six Year Capital Improvement Plan. To implement each annual portion of the plan, the budget officer shall prepare for inclusion in the tentative budget a recommended capital program covering capital projects, if any, to be acquired or constructed during the ensuing fiscal year.

A. Requirements of the annual Capital Budget

1. The Capital Budget will be presented to clearly show:
 - a. The estimated expenditures for each capital project for the ensuing fiscal year and in the case of a capital project not to be completed during the ensuing fiscal year, the estimated amount to be expended therefor after the close of such year.
 - b. The proposed method of financing such capital program, separately indicating the amount of each project proposed to be financed by direct budgetary appropriation and the amount of each project proposed to be financed by the issuance of obligations, showing the proposed types of obligations together with the periods for which they are proposed to be issued.

B. Long Range Capital Planning Committee

1. The Six Year Capital Improvement Plan shall be overseen by the Long Range Capital Planning Committee. This Committee shall be appointed by the Chair of the Board of Supervisors at the Board's Organizational meeting each January. The Long Range Capital Planning Committee shall consist of the following members:
 - a. Chair of the Board of Supervisors;
 - b. Chair of the Law & Finance Committee;
 - c. Chair of the Public Works Committee;
 - d. Chair of the Buildings & Grounds Committee;
 - e. Chair of the Technology & Resiliency Committee;
 - f. County Treasurer;
 - g. County Administrator;
 - h. County Attorney; and
 - i. Director of Planning
2. The Chairman of the Board of Supervisors shall serve as Chair of the Long Range Capital Committee.
3. The Long Range Capital Committee shall meet quarterly to review the status of the Capital Plan. The County Administrator shall prepare a report for each quarterly meeting.

C. Criteria for Inclusion as a Capital Item

1. In general, any item costing more than \$25,000 and having a useful life of more than five (5) years, shall be subject to review and approval as defined in section D below. Each

Department Head shall be entitled to a fair review of any Capital item brought forth for inclusion in the Capital program. The Long Range Capital Committee, at its discretion, may exclude items submitted from the program. The Committee, through the County Administrator, shall communicate reasons for exclusion from consideration to the Department Head.

2. From time to time, items that do not meet the minimum criteria may be included in the Capital Budget, at the discretion of the Long Range Capital Committee; upon recommendation of the Department Head, with the concurrence of the County Administrator.

D. Review and Approval of Capital Budget Requests

1. For an item to be included in the review of Capital Requests, the Department Head must submit a Capital Request form. Forms shall readily be available to departments heads through the County's intranet, and/or through the County Administrator, or Clerk of the Board of Supervisors.
2. To be included in the Six Year Capital Plan for the subsequent year's Capital Budget, the Capital Request Form must be submitted to the County Administrator no later than June 30th.
3. Items to be included in the form shall include but not be limited to the following:
 - a. Description of the Project;
 - b. Date Needed;
 - c. Estimated Total Cost;
 - d. Anticipated Source of Revenue;
 - e. Impact on County staff, space needs, and/or other operational impacts;
 - f. Justification in terms of reduced cost, improved service, equipment maintenance, and benefit to the public; and
 - g. Greater detail, specificity, and documentation may be required, and the County Administrator may enlist additional County staff to assist in preparing this information to complete the form.
4. Standing Committees of the Board of Supervisors may propose a Capital item at any time.
 - a. Items proposed in this way must first be reviewed by the Long Range Capital Committee before being added to the Law & Finance Committee agenda for further adoption.
 - b. The Long Range Capital Committee must meet within 10 business days after receiving such a request.
 - c. The Long Range Capital Committee shall return a recommendation to the Law & Finance Committee within 30 days of receiving the proposal from the Standing Committee.
 - d. Sources of funding for Standing Committee-initiated items shall come from Contingency funding, reserve funds, unassigned fund balance, or any relevant reserve funds or grant awards.
5. Between September 1 and September 30 of each year, the Long Range Capital Committee shall meet to review and recommend any such capital requests to be added to the six year Capital Improvement Plan through the Capital Request Form process.

6. The Long Range Capital Committee shall make the following determinations on items presented to it for review:
 - a. Include in the Six Year Capital Improvement Plan, and recommend expenditures for the following budget year.
 - b. Defer to a future year within the Six Year Capital Improvement Plan
 - c. Hold in abeyance pending more information.
 - d. Reject the item.
7. The Six Year Capital Improvement Plan shall be presented to the Board of Supervisors as part of the budget message, as per Section A above. The Six Year Capital Improvement Plan shall be adopted annually concurrently with the County budget.
8. At any time after the adoption of the budget the Board of Supervisors by the affirmative vote of two-thirds of its weighted vote may amend the capital program contained therein by adding, modifying, or abandoning projects. No capital project shall be authorized or undertaken unless included in the budget as adopted or amended.

E. Capital Reserve Funds

1. From time to time, the Long Range Capital Committee may recommend the establishment of Capital Reserve Funds. These recommendations shall be made in consultation of the County Treasurer.
2. The Long Range Capital Committee shall review the County's Reserve Funds annually.

SUPPORT FOR OUTSIDE AGENCIES AND NOT-FOR PROFIT ORGANIZATIONS

The Board of Supervisors recognizes that there are outside organizations that provide valuable services to the people of Saratoga County that ensure our high quality of life. These organizations can be related to many aspects of community life: recreational, educational, youth, economic development, social services, etc. The Board of Supervisors shall make every effort within its annual budget process to provide some level of funding to these organizations each year.

A. Level of Funding

1. Each year during the budget process, the County Administrator shall propose a level of funding within the tentative budget for the support of Outside Agencies and Not-For-Profit Organizations.
2. The County Administrator will consider prior funding levels, fiscal health of the County, level of unappropriated fund balance and other reserve funds when proposing the level of funding within the Tentative Budget and shall include a statement regarding the funding of Outside Agencies as part of the annual budget message.
3. Payments to Outside Agencies that are the result of legal settlements of the County shall not be included as part of the Outside Agency funding level amount.

B. Application Process

1. Organizations seeking funding from the County must obtain and fill out the County's Outside Agency Funding Application
 - a. Applications shall be readily available on the County's website and copies shall be provided to applicants upon request.
2. Applications for funding shall include:
 - a. A statement describing the specific purpose of the funding request including a detailed narrative, detailed budget, timeline for completion, economic impact to Saratoga County, and number of county residents who will benefit. If the project is a capital improvement to land or a building include a copy of the deed.
 - b. Audited Financial Statements
 - i. Audited Financial Statements shall be required if a request is for more than \$50,000
 - c. Compensation Schedule including all employee names, job titles, salaries & fringe benefits. Please note whether any employee is filling more than one position.
 - d. Operating budget for the current year.
 - e. Proposed or adopted budget for upcoming year.
 - f. Other supporting documents, if applicable
3. The deadline for returning the application to the County is October 1st
4. The Law & Finance Committee will consider all Outside Agency and Not-for-Profit funding requests during its review of the annual tentative budget.

- a. Applying organizations may be required to appear before the Law & Finance Committee to discuss their funding application upon request of the Committee Chair
 - b. The Law & Finance Committee reserves the right to approve or reject requests that are presented to it during the budget process
 - c. The Law & Finance Committee may at its discretion modify the requested amount to any other amount so desired by the Committee
 - d. Any Supervisor may make a request to the Law & Finance Committee on behalf of an organization, but shall make every effort to obtain the required information for the Outside Agency Funding Application from the Organization they are sponsoring
5. The Law & Finance Committee will include in its report to the Clerk of the Board of Supervisors the proposed awards for Outside agencies
 6. The Board of Supervisors reserves the right to modify or reject the awards at its annual Budget Workshop, with an additional opportunity to modify or reject the awards at the Budget adoption meeting.
 7. The Clerk of the Board of Supervisors shall notify all successful applicants of their awards no later than December 31st of the calendar year, after the Annual Budget Adoption meeting.

NY CLS County § 373

Current through 2021 released Chapters 1-309

New York Consolidated Laws Service > County Law (Arts. 1 — 25) > Article 7 Finance (§§ 350 — 381)

§ 373. Capital program

1. Where the board of supervisors of a county, by action taken pursuant to section three hundred seventy-six, provides that this section shall apply to such county, the budget officer shall cause to be prepared for inclusion in the tentative budget a recommended capital program covering capital projects, if any, to be acquired or constructed during the ensuing fiscal year. Such program shall be arranged in such manner as to set forth clearly:

(a) The estimated expenditures for each capital project for the ensuing fiscal year and in the case of a capital project not to be completed during the ensuing fiscal year, the estimated amount to be expended therefor after the close of such year; and

(b) The proposed method of financing such capital program, separately indicating the amount of each project proposed to be financed by direct budgetary appropriation and the amount of each project proposed to be financed by the issuance of obligations, showing the proposed types of obligations together with the periods for which they are proposed to be issued.

2. There shall be included in the budget message, if any, a general summary showing the capital requirements for the ensuing fiscal year and such comments and recommendations with respect to the capital program as the budget officer may deem advisable.

3. At any time after the adoption of the budget the board of supervisors by the affirmative vote of two-thirds of its total membership may amend the capital program contained therein by adding, modifying or abandoning projects. No capital project shall be authorized or undertaken unless included in the budget as adopted or amended.

History

Add, L 1950, ch 691, eff July 1, 1950.

New York Consolidated Laws Service
Copyright © 2021 Matthew Bender, Inc.,
a member of the LexisNexis (TM) Group All rights reserved.

End of Document



SARATOGA COUNTY

AGENDA ITEM REQUEST FORM

TO: Steve Bulger, County Administrator
Ridge Harris, Deputy County Administrator
Michael Hartnett, County Attorney
Therese Connolly, Clerk of the Board

CC: Jason Kemper, Planning Director
Bridget Rider, Deputy Clerk of the Board
Matt Rose, Management Analyst
Clare Giammusso, County Attorney's Office

FROM: County Administrator o/b/o Supervisor Veitch - Chair, GR&E Committee

DATE: 8/2/21

RE: Travel & Discretionary Funds Policy

COMMITTEE: Government Review and Efficiency

1. Is a Resolution Required: YES or NO
(If YES, please complete #2- #10) (If NO, skip to #10 and provide reason for bringing the item)
2. Is a Budget Amendment needed: YES or NO
(If yes, budget lines and impact must be provided)
3. Are there Amendments to the Compensation Schedule: YES or NO
(If yes, provide details)
4. Specific details on what the resolution will authorize:
Amendment to the Travel & Discretionary Funds Policy last amended on 5/19/2015 bt Resolution 90-2015
5. Does this item require hiring a Vendors/Contractors: YES or NO
 - a. Were bids/proposals solicited:
 - b. Is the vendor/contractor a sole source:
 - c. Commencement date of contract term:
 - d. Termination of contract date:
 - e. Contract renewal and term:
 - f. Contact information:
 - g. Is the vendor/contractor an LLS, PLLC or partnership:
 - h. State of vendor/contractor organization:
 - i. Is this a renewal agreement: YES or NO
 - j. Vendor/Contractor comment/remarks:



SARATOGA COUNTY

AGENDA ITEM REQUEST FORM

6. Is this an annual housekeeping resolution: YES or NO
(If yes, attach the last approved resolution)
- What were the terms of the prior resolution
 - Are the terms changing:
 - What is the reason for the change in terms:
7. Is a new position being created: YES or NO
- Effective date
 - Salary and grade
8. Is a new employee being hired: YES or NO
- Effective date of employment
 - Salary and grade
 - Appointed position:
 - Term:
9. Is a grant being accepted: YES or NO
- Source of grant funding:
 - Amount of grant:
 - Purpose grant will be used for:
 - Equipment and/or services being purchased with the grant:
 - Time period grant covers:
10. Remarks/Reasoning (Supporting documentation must be attached to this form):
Attachments include copy of policy with proposed changes redlined.

SARATOGA COUNTY TRAVEL & DISCRETIONARY FUNDS POLICY

Section 1. Applicability

The County of Saratoga recognizes the need to reimburse its officers, employees, and duly appointed volunteers for actual and necessary expenses incurred in the performance of official County business. The County reimbursement policy conforms to Article 5, Section 203 of the County Law and to the extent that previous resolutions of the Saratoga County Board of Supervisors are inconsistent with the regulation, they are superseded. This reimbursement policy will not alter the provisions of existing labor agreement or be used in place of any negotiated settlement.

Section 2. Meals

County officers and employees will be reimbursed for certain meal expenses when traveling or working away from their normal work site on County business. Meals will be reimbursed according to the following formula:

Location	Breakfast	Lunch	Dinner
U.S. Major Metropolitan Areas (Appendix A)	18	25	57
All Other Locations	Use U.S. General Services Administration Website (www.gsa.gov/mie)		

~~accordance with the Meals and Incidental Expenses Breakdown as found on the U.S. General Services Administration website (www.gsa.gov/mie).~~ Please note that first and last calendar day of travel is calculated at 75 percent, for travel in excess of one day.

In order to qualify for meal reimbursement, an employee or officer of the County must be traveling or working away from their normal work site.

All requests for meal reimbursements will be submitted on a County travel voucher and shall contain a statement regarding the nature of the business, the appropriate hours of travel, and the meals for which reimbursement is requested (identify as breakfast, lunch and/or dinner). Receipts are not required.

Section 3. Mileage Reimbursement

Saratoga County will reimburse its officers and employees for mileage driven in their personal vehicles on County business. Reimbursement will be made at the standard rate allowed by the Internal Revenue Service.

Members of the Board of Supervisors are entitled to reimbursement on mileage driven in their personal vehicles for County purposes, including mileage between their residence and any of the County's work

sites when such a trip is for County business.

Other County officials and employees are also entitled to reimbursement for mileage driven in their personal vehicles for County purposes. However, no reimbursement would be allowed for travel between an employees' residence and the general area of his/her normal work site except if working conditions require a second trip in the same day.

Section 4. Other Expense Reimbursement

Saratoga County will reimburse its officers and employees for other expenses incurred in the performance of County business including, but not limited to, expenses for parking, taxis, bus fare, air fare, train fare, auto rental, and highway tolls. **Tips for hotel baggage storage fees, valet parking, and hotel housekeeping services shall also be reimbursable.** Receipts are required for all such reimbursement except for expenses where receipts are not readily available.

Expenses for overnight travel, train fare, bus fare, air fare, and auto rental will be paid only when prior approval is granted by the Chairman of the Board of Supervisors for members of the Board of Supervisors. **Elected County Officials (District Attorney, Sheriff, County Treasurer, County Clerk, Coroner) do not require prior approval for travel related expenses. Additionally, Elected County Officials are the approving authority for their respective County Staff who seek approval for travel and expense reimbursement. Any other County Department Head or County employee shall seek approval for travel and expenses from the County Administrator.**

Prior approved overnight travel expenses will be reimbursed at either the Government, Corporate, or Conference rate, or if none of these rates apply, then the County will reimburse in accordance with the U.S. General Services Administration Per Diem rates found at www.gsa.gov.

Section 5. County Business

The determination as to whether an activity constitutes official County business will be made by the Chairman of the Board and/or the County Administrator with the advice of the County Attorney. For members of the Board of Supervisors, County business will include, but is not be limited to, meetings of any legislative or administrative committee, meetings with County or other officials regarding proposed County actions, and meetings with citizen groups concerning proposed County actions. In the event that the County Auditor determines that an expense is not appropriate for payment, the County Attorney may be asked for a written opinion as to the validity of the expense. The opinion of the County Attorney will be binding.

Section 6. Reimbursements for Non-County Employees

Saratoga County recognizes its responsibility to reimburse certain expenses for non-county employees who provide services on behalf of the County. In accordance with Section 203(3) of the County Law, any private citizen appointed to a County Board or Commission by the Board of Supervisors shall be entitled to reimbursement for travel to and from commission meetings and for such other activities as may be required by the Commission Chairman and by the Chairman of the Board of Supervisors. Further, other actual and necessary expenses of non-county employees shall be reimbursable by the County in accordance with resolution 222 of 1986 and shall require the approval of the Chairman of the Board of Supervisors and the County Administrator.

Section 7. Voucher Procedures

All requests for reimbursement will be made on County travel vouchers with the documentation required in this regulation. Reimbursement vouchers for members of the Board of Supervisors will be certified by the Chair of the Board of Supervisors and will be charged against the Board of Supervisors'

budget. Reimbursement vouchers for County officers and employees will be certified by the appropriate Department Heads and will be a charge on that Department. Reimbursement vouchers for non-county employees will be certified by the County Administrator and will be charged against the most appropriate departmental budget as determined by the County Administrator.

Section 8. Other Provisions

Notwithstanding any other provisions of this regulation, the County recognizes the appropriateness of reimbursing certain other expenses. The Board reserves the right to expend monies to pay for expenses incurred for business breakfast, luncheons or dinners which promote a valid municipal purpose.

In accordance with State Comptroller's opinion 79-902, the Board of Supervisors hereby authorizes payment for incidental refreshments (excluding alcoholic beverages) for the general public at special County functions and with the prior approval of the Chair of the Board of Supervisors.

Section 9. Separability

To the extent that any provision of these regulations is deemed by competent authority to be in violation of the State or Federal law, that provisions will be void only to the extent inconsistent with such law and all other provisions will remain in full force and effect.

APPENDIX A

U.S Major Metropolitan Areas		
Metro Area Name	State	City or County area
Atlanta	GA	Fulton, DeKalb
Austin	TX	Travis
Baltimore	MD	Baltimore, Anne Arundel
Boston	MA	Suffolk, Middlesex
Charlotte	NC	Mecklenburg
Chicago	IL	Cook
Dallas-Fort Worth	TX	Dallas, Tarrant, Denton, Collin
Denver	CO	Denver, Arapahoe, Adams
Detroit	MI	Wayne
Las Vegas	NV	Clark
Los Angeles	CA	Los Angeles, Orange
Miami	FL	Miami-Dade, Broward
Minneapolis-St. Paul	MN	Hennepin, Ramsey
New York	NY	New York, Bronx, Queens, Kings, Richmond, Nassau, Suffolk, Westchester, Rockland
Orlando	FL	Orange
Philadelphia	PA	Philadelphia
Phoenix	AZ	Maricopa
Pittsburgh	PA	Allegheny
Portland	OR	Multnomah, Clackamas
Sacramento	CA	Sacramento
San Antonio	TX	Bexar
San Bernardino	CA	San Bernardino, Riverside
San Diego	CA	San Diego
San Francisco	CA	San Francisco
Seattle	WA	King, Sonomish, Pierce
St. Louis	MO	St. Louis
Tampa	FL	Hillsborough, Pinellas
Washington	DC	District of Columbia; City of Arlington, VA; City of Alexandria, VA; Prince George's, MD



SARATOGA COUNTY
AGENDA ITEM REQUEST FORM

TO: Steve Bulger, County Administrator
Ridge Harris, Deputy County Administrator
Michael Hartnett, County Attorney
Therese Connolly, Clerk of the Board

CC: Jason Kemper, Planning Director
Bridget Rider, Deputy Clerk of the Board
Matt Rose, Management Analyst
Clare Giammusso, County Attorney's Office

FROM: County Attorney o/b/o Supervisor Veitch - Chair, GR&E Committee

DATE: August 2, 2021

RE: Parking Policy - DISCUSSION ONLY

COMMITTEE: Government Review and Efficiency

1. Is a Resolution Required: YES or NO
(If YES, please complete #2- #10) (If NO, skip to #10 and provide reason for bringing the item)

2. Is a Budget Amendment needed: YES or NO
(If yes, budget lines and impact must be provided)

3. Are there Amendments to the Compensation Schedule: YES or NO
(If yes, provide details)

4. Specific details on what the resolution will authorize:

Discussion Only; No Resolution Requested.

5. Does this item require hiring a Vendors/Contractors: YES or NO

- a. Were bids/proposals solicited:
- b. Is the vendor/contractor a sole source:
- c. Commencement date of contract term:
- d. Termination of contract date:
- e. Contract renewal and term:
- f. Contact information:
- g. Is the vendor/contractor an LLS, PLLC or partnership:
- h. State of vendor/contractor organization:
- i. Is this a renewal agreement: YES or NO
- j. Vendor/Contractor comment/remarks:



SARATOGA COUNTY

AGENDA ITEM REQUEST FORM

6. Is this an annual housekeeping resolution: YES or NO
(If yes, attach the last approved resolution)
- a. What were the terms of the prior resolution
 - b. Are the terms changing:
 - c. What is the reason for the change in terms:
7. Is a new position being created: YES or NO
- a. Effective date
 - b. Salary and grade
8. Is a new employee being hired: YES or NO
- a. Effective date of employment
 - b. Salary and grade
 - c. Appointed position:
 - d. Term:
9. Is a grant being accepted: YES or NO
- a. Source of grant funding:
 - b. Amount of grant:
 - c. Purpose grant will be used for:
 - d. Equipment and/or services being purchased with the grant:
 - e. Time period grant covers:
10. Remarks/Reasoning (Supporting documentation must be attached to this form):
- Attachments:**
County Law 215
Resolution 208-2015 & Current Parking Policy;
Resolution 237-2020 & IMA with Village of Ballston Spa;
Resolution 274-2020 & Local Law 3 of 2020;
Main County Complex Map.

NY CLS County § 215

Current through 2021 released Chapters 1-309

New York Consolidated Laws Service > County Law (Arts. 1 — 25) > Article 5 General Powers of Board of Supervisors (§§ 200 — 237)

§ 215. County property; general provisions

1. The board of supervisors shall have the general care and control of the corporate real and personal property of the county.
2. All contracts and conveyances made by or to the county, or on its behalf, shall be made in the name of the county.
3. The board may acquire by purchase or condemnation and accept by gift real and personal property for lawful county purposes. The board may also lease for county purposes real property for terms not exceeding five years with the privilege of renewal, except that in the county of Cattaraugus the board may, subject to referendum provided in section twenty-four of the municipal home rule law, lease for county purposes real property for terms not exceeding ten years with the privilege of renewal. Parking areas may be regulated and a reasonable charge imposed. Necessary buildings may be erected, altered, remodelled and otherwise improved. Such buildings may be named, maintained and kept in repair, furnished and equipped for such public purposes. Adequate insurance of all types may be provided. When not otherwise provided by law, the board of supervisors may employ a custodian of any building or buildings and the grounds in connection therewith, or such custody may be made the duty of any county officer.
4. Upon the determination by the board of supervisors that county real property is not required for public use, such property may be leased for a term not exceeding five years upon such terms and conditions as may be prescribed by the board in the same manner and with the same rights and privileges as if owned by an individual.
5. When the board of supervisors shall determine that any county real property is no longer necessary for public use such board by resolution adopted by the affirmative vote of two-thirds of the total membership of the board taken by roll call and entered in the minutes, may sell and convey all the right, title and interest of the county therein.
6. Such property may be sold or leased only to the highest responsible bidder after public advertisement.
7. The income and proceeds of lease and sale of any county real property may be applied toward the payment of the cost of new sites and buildings or expended for other lawful county purposes.
8. The provisions of subdivisions four, five, six and seven of this section shall not apply to the disposition of real property acquired pursuant to section eight hundred fifty of this chapter, acquired by tax title or accepted for welfare assistance, or to lands purchased or acquired for highways or canals.
9. The sale or other disposition of personal property no longer necessary for public use, together with the application of the proceeds thereof, shall be in accordance with rules and regulations adopted by the board of supervisors, except as otherwise provided by law.
10. Nothing herein shall be construed to authorize the sale or lease of any county property where such disposition is prohibited or restricted by law.
11. The board of supervisors shall have the power, by resolution or local law, to adopt and enforce rules, regulations or ordinances covering the use of, parking on, and traffic in and through, any county-owned or county-leased property, except as to any roads or other property under the jurisdiction and control of the state

NY CLS County § 215

of New York or any of its agencies. The board shall have the power to provide that the violation of any one or more of such rules, regulations, or ordinances (a) shall constitute an offense and that a person guilty of such offense may be punished by a fine of not exceeding one hundred dollars, or by imprisonment not exceeding thirty days, or by both such fine and imprisonment, or, in the alternative, (b) shall be enforced by prescribing a penalty not exceeding one hundred dollars in any one case, to be recovered in a civil action in any court having jurisdiction thereof, which action shall be brought in the name of the county.

History

Add, L 1950, ch 691, eff Jan 1, 1951, with substance transferred from §§ 12 (sub 2), 13, 30-a; amd, L 1954, ch 683, § 1; L 1958, ch 244, § 1,2; L 1964, ch 152, § 10, eff March 23, 1964; L 1964, ch 666, § 1, eff April 22, 1964; L 1966, ch 38, § 1, eff March 13, 1966.

New York Consolidated Laws Service
Copyright © 2021 Matthew Bender, Inc.,
a member of the LexisNexis (TM) Group All rights reserved.

End of Document



SARATOGA COUNTY BOARD OF SUPERVISORS

RESOLUTION 208 - 2015

Introduced by Supervisors Daly, Grattidge, Johnson, Lucia, Peck, Sausville and Wright

AMENDING THE POLICIES AND PROCEDURES MANUAL TO REVISE THE PARKING POLICY

WHEREAS, Resolution 330-82 adopted a manual of Policies and Procedures for the conduct of Saratoga County government; and

WHEREAS, since its adoption, the Board of Supervisors has enacted numerous amendments to the manual; and

WHEREAS, at the request of the County Clerk, this Board adopted Resolution 125-12 which designated 14 parking spaces in the County's Remsen Street parking lot for the sole use of customers of the Department of Motor Vehicles for up to 30 minutes, and rescinded Resolution 106 of 1973 which had prohibited County employees from parking in the Remsen Street parking lot; and

WHEREAS, the County conveyed the Maplewood Manor nursing home property to the Maplewood Manor Local Development Corporation on or about February 1, 2014; and

WHEREAS, the annual review of the Policies and Procedures Manual mandated by General Municipal Law §104-b has disclosed the appropriateness of revisions to update the County's Parking Policy to: 1) delete the prohibition on County employees parking in the Remsen Street parking lot; 2) add the designation of 14 parking spaces in the Remsen Street parking lot for the sole use of customers of the Department of Motor Vehicles for up to 30 minutes; and 3) delete all provisions prohibiting or restricting parking on the grounds of the former Saratoga County Maplewood Manor nursing home; and

WHEREAS, copies of the proposed revised Parking Policy were provided to each member of this Board; and

WHEREAS, the implementation of legislative revisions to the Policies and Procedures Manual requires the approval of this Board; now, therefore, be it

RESOLVED, that the following section of the Saratoga County Policies and Procedures Manual is amended to revise the Parking Policy as set forth in the policy revisions distributed to this Board:

<u>CHAPTER</u>	<u>SECTION</u>	<u>TITLE</u>	<u>ORIGINALLY ADOPTED</u>	<u>LAST REVISED</u>
1	E	Parking	May 1980	Resolution 138-98

and, be it further

RESOLVED, that the Personnel Department shall distribute copies of the revised Parking Policy to all County departments and agencies.

BUDGET IMPACT STATEMENT: No budget impact.

PARKING

The County owned parking facilities were generally constructed for use by the general public when conducting business with the County. County employees are generally permitted to use these facilities except where such parking is prohibited by Local Law 6 of 1978 and Resolution 125-12. A synopsis of parking restrictions outlined is as follows:

1. The Remsen Street parking lot is open to both the public and employees. The only exception is that 14 parking spaces, which are identified by signage, will be designated for DMV customers.
2. No parking is permitted in driving lanes around the perimeter of any County parking facility.
3. Parking is prohibited in the main entrance of the County parking lot on the south side of McMaster Street and the driveway to said parking lot.
4. Parking is prohibited in the driving lane around the perimeter of the parking lot at 41 Woodlawn Avenue.

Any person parking in a restricted area is subject to a \$25 fine and/or imprisonment not exceeding 10 days in the County Jail. Such individual's car may be towed away at the owner's expense.



SARATOGA COUNTY BOARD OF SUPERVISORS

RESOLUTION 237 - 2020

Introduced by Supervisors Veitch, Grattidge, Kinowski, Peck, Smith, Wood, and Zlotnick

AUTHORIZING THE RENEWAL OF THE INTERMUNICIPAL AGREEMENT WITH THE VILLAGE OF BALLSTON SPA ALLOWING PUBLIC PARKING IN THE COUNTY'S WEST HIGH STREET PARKING LOTS AFTER BUSINESS HOURS AND ON WEEKENDS THROUGH DECEMBER 1, 2021

WHEREAS, pursuant to Resolution 132-2020, this Board authorized an intermunicipal agreement with the Village of Ballston permitting the public's use of the County's parking lots at 25 West High Street and 50 West High Street on Thursdays and Fridays from 5:00 pm until 11:00 pm, and on weekends from 8:00 am to 11:00 pm, commencing on June 18, 2020 and continuing through November 1, 2020 subject to certain terms and conditions; and

WHEREAS, Mayor Larry Woolbright of the Village of Ballston Spa has requested that said intermunicipal agreement between the County and the Village be extended upon such terms and conditions and for such duration as the County shall agree; and

WHEREAS, our Buildings and Grounds Committee has recommended that the County's parking lots at 25 West High Street and 50 West High Street be opened up for public use on Monday through Friday from 5:00 pm until 11:00 pm, and on weekends and County holidays from 8:00 am to 11:00 pm, commencing on December 1, 2020 and continuing through December 1, 2021, subject to the County and the Village of Ballston Spa (the "Village") entering into an intermunicipal cooperative agreement providing as follows:

1. The Village shall name the County as an additional insured on the Village's general liability policy, and shall provide the County with appropriate documentation of its additional insured status.
2. The Village shall at all times indemnify and save harmless the County from and against any and all claims and demands whatsoever, including costs, litigation expenses, counsel fees and liabilities in connection therewith arising out of injury or death of any person whomsoever or damage to any property of any kind by whomsoever, caused in whole or in part, directly or indirectly, by the acts or omissions of any person driving through, parking on, or walking through the 25 West High Street and 50 West High Street parking lots during the following days and times that said parking lots are open for public use: Monday through Friday from 5:00 pm until 11:00 pm, and on weekends and County holidays from 8:00 am to 11:00 pm, commencing on December 1, 2020 and continuing through December 1, 2021.
3. The Village shall reimburse the County for any insurance deductibles paid by the County in defending any claim that is made against the County resulting from the public's use of the 25 West High Street and 50 West High Street parking lots on the days and times that said parking lots are open to the public as designated above;

now, therefore, be it

RESOLVED, that the County's parking lots at 25 West High Street and 50 West High Street shall be open for public use from Monday through Friday from 5:00 pm until 11:00 pm, and on weekends and County holidays from 8:00 am to 11:00 pm, commencing on December 1, 2020 and continuing through December 1, 2021, subject to the County and the Village of Ballston Spa (the "Village") entering into an intermunicipal cooperative agreement providing as follows:

1. The Village shall name the County as an additional insured on the Village's general liability policy, and shall provide the County with appropriate documentation of its additional insured status.
2. The Village shall at all times indemnify and save harmless the County from and against any and all claims and demands whatsoever, including costs, litigation, expenses, counsel fees and liabilities in connection therewith arising out of injury or death of any person whomsoever or damage to any property of any kind by whomsoever, caused in whole or in part, directly or indirectly, by the acts or omissions of any person driving through, parking on, or walking through the 25 West High Street and 50 West High Street parking lots during the following days and times that said parking lots are open for public use: Monday through Friday from 5:00 pm until 11:00 pm, and on weekends and County holidays from 8:00 am to 11:00 pm, commencing on December 1, 2020 and continuing through December 1, 2021.
3. The Village shall reimburse the County for any insurance deductibles paid by the County in defending any claim that is made against the County resulting from the public's use of the 25 West High Street and 50 West High Street parking lots on the days and times that said parking lots are open to the public as designated above;

and, be it further

RESOLVED, that the Chair of the Board is authorized to execute an intermunicipal cooperative agreement with the Village of Ballston Spa pursuant to General Municipal Law §119-o which shall include the above terms and conditions, with the form and content of such agreement being subject to the approval of the County Attorney.

BUDGET IMPACT STATEMENT: No budget impact.

INTERMUNICIPAL AGREEMENT
Pursuant to General Municipal Law §119-o

THIS INTERMUNICIPAL AGREEMENT ("Agreement") is entered into as of the 1st day of December, 2020.

BY AND BETWEEN

THE COUNTY OF SARATOGA, a municipal corporation duly organized under the laws of the State of New York, with a principal office at 40 McMaster Street, Ballston Spa, New York, 12020 (hereinafter referred to as "COUNTY")

- and -

THE VILLAGE OF BALLSTON SPA, a municipal corporation duly organized under the laws of the State of New York, with a principal office at 66 Front Street, Ballston Spa, New York, 12020 (hereinafter referred to as "VILLAGE")

WITNESSETH:

WHEREAS, the COUNTY and the VILLAGE previously entered into an intermunicipal agreement authorizing the VILLAGE to use the COUNTY's parking lots at 25 West High Street and 50 West High Street as public parking lots for local bar and restaurant customers on Thursdays and Fridays from 5:00 pm until 11:00 pm, and on weekends from 8:00 am to 11:00 pm, commencing on June 18, 2020 and continuing through November 1, 2020, subject to certain terms and conditions; and

WHEREAS, the VILLAGE requested that said intermunicipal agreement be extended upon such terms and conditions and for such duration as the COUNTY shall agree; and

WHEREAS, on November 17, 2020, COUNTY's Board of Supervisors adopted Resolution 237-2020 authorizing the COUNTY to enter into an intermunicipal agreement with the VILLAGE providing for the opening of COUNTY's parking lots at 25 West High Street and 50 West High Street for public use on Monday through Friday from 5:00 pm until 11:00 pm, and on weekends and County holidays from 8:00 am to 11:00 pm, commencing on December 1, 2020 and continuing through December 1, 2021, subject to the COUNTY and the VILLAGE entering into an intermunicipal cooperative agreement setting forth certain terms and conditions;

NOW, THEREFORE, for and in consideration of the mutual covenants contained in this Agreement, COUNTY and VILLAGE hereby agree as follows:

1. TERM OF AGREEMENT. The term of this Agreement shall commence on December 1, 2020 and continue through December 1, 2021.

2. **OBLIGATIONS OF COUNTY.** Upon the VILLAGE naming the COUNTY as an additional insured on the VILLAGE's general liability policy as set forth in Section 3.A. below, the COUNTY shall open its parking lots at 25 West High Street and 50 West High Street in the Village of Ballston Spa for public parking on every Monday through Friday from 5:00 pm until 11:00 pm, and on weekends and County holidays from 8:00 am to 11:00 pm, during the term of this Agreement.

3. **OBLIGATIONS OF VILLAGE.**
 - A. The VILLAGE shall name the COUNTY as an additional insured on the VILLAGE's general liability policy. The VILLAGE shall provide the COUNTY with VILLAGE's certificate of insurance naming the "County of Saratoga, 40 McMaster Street, Ballston Spa, New York, 12020", as certificate holder and additional insured, and VILLAGE shall provide the COUNTY with proof of its additional insured status in the form of an Additional Insured Endorsement Rider or other proof acceptable to the COUNTY.

 - B. The VILLAGE shall at all times indemnify and save harmless the COUNTY from and against any and all claims and demands whatsoever, including costs, litigation, expenses, counsel fees and liabilities in connection therewith arising out of injury or death of any person whomsoever or damage to any property of any kind by whomsoever, caused in whole or in part, directly or indirectly, by the acts or omissions of any person driving through, parking on, or walking through the 25 West High Street and 50 West High Street parking lots during the days and times that said parking lots are open for public use as detailed in Section 2 above.

 - C. The VILLAGE shall reimburse the COUNTY for any insurance deductibles paid by the COUNTY in defending any claim that is made against the COUNTY resulting from the public's use of the 25 West High Street and 50 West High Street parking lots on the days and times that said parking lots are open to the public as detailed in Section 2 above.

4. **GENERAL LEGAL RESPONSIBILITY.** The COUNTY and VILLAGE shall comply with all applicable laws, ordinances and regulations, including nondiscrimination and labor laws.

5. **PROHIBITION ON ASSIGNMENT.** The VILLAGE shall not assign or transfer this Agreement or any interest therein.

6. **DEFAULT.** The occurrence of either of the following shall be considered an Event of Default:

- A. **Failure to Perform by the VILLAGE:** The failure of the VILLAGE to timely comply and/or maintain compliance with any term and condition imposed upon it pursuant to this Agreement.
- B. **Failure to Perform by the COUNTY:** The failure by the COUNTY to open its parking lots at 25 West High Street and 50 West High Street on days and times set forth in Section 2 above following the VILLAGE's full and continued compliance with all terms and conditions of this Agreement.
7. **REMEDIES.** In the Event of Default under this Agreement, the non-defaulting party may take such legal action as may be appropriate under the circumstances, including terminating the Agreement as set forth in Section 12 below, or seeking injunctive relief, a declaratory judgment, or monetary damages for such default. Except as provided in Section 12, no such legal action or proceeding shall be commenced until the defaulting party has been (1) given written notice thereof by the non-defaulting party and an opportunity to cure and (2) thirty (30) days have elapsed since receipt of such notice, and the defaulting party has not proceeded diligently to cure such default.
8. **NOTICES.** Any notice, demand, request, consent, approval, or other communication given under or with respect to this Agreement shall be in writing and shall be personally served or sent by either United States registered, certified or express mail, return receipt requested, postage pre-paid, or by overnight courier with delivery charge paid, addressed to the party or other entity to be notified as follows:

To the County: Saratoga County Administrator
40 McMaster Street
Ballston Spa, New York, 12020

With a copy to: Saratoga County Attorney
40 McMaster Street
Ballston Spa, New York, 12020

To the Village: Mayor Larry Woolbright
Village of Ballston Spa
66 Bath Street
Ballston Spa, New York, 12020

With a copy to: Stephanie Ferradino, Village Attorney
63 Putnam Street, Suite 202
Saratoga Springs, New York 12866


9. **APPLICABLE LAW.** The law of the State of New York shall govern all questions concerning the construction, validity and interpretation of this Agreement and the performance of the obligations imposed by this Agreement. Venue of any legal action shall be Saratoga County, New York, and action must be commenced in the Saratoga County Court.
10. **WAIVER.** The failure of either party to insist on the strict performance of any term or provision hereof shall not be deemed a waiver of any subsequent breach.
11. **MODIFICATION.** This Agreement constitutes the complete understanding of the parties. No modification of any provisions thereof shall be valid unless in writing signed by both parties.
12. **TERMINATION.** Either COUNTY or VILLAGE may terminate this Agreement without cost or penalty upon 30 days written notice to the other at the address set forth in Section 8 herein. Upon the VILLAGE's failure to satisfy any obligation imposed upon it in Section 3 herein, the COUNTY may terminate this Agreement without cost or penalty upon 10 ten days written notice to the VILLAGE at the address set forth in Section 8 herein.
13. **SEVERABILITY.** In the event that any provision of this Agreement shall be determined by a Court of Law to be illegal and/or unenforceable, the Agreement, to the extent a Court has determined practical, shall continue in full force and effect between the parties as if the said illegal or unenforceable provision were not contained a part thereof.
14. **CONSTRUCTION AND INTERPRETATION.** Each and every provision of law and clause required by law to be inserted in this contract shall be deemed to have been inserted and, if through mistake or otherwise, such provision is not inserted then, upon the application of either party, this Agreement shall be amended forthwith to make such insertion.
15. **ENTIRE AGREEMENT.** This Agreement constitutes the entire agreement between the parties regarding the subject matter hereof, and supersedes all prior agreements (written or oral) which may have related to the subject matter hereof.

[Signature Page to Follow]

IN WITNESS WHEREOF, this Agreement has been executed by the duly authorized officers of the respective parties on the day and year appearing opposite their respective signatures.

COUNTY OF SARATOGA

VILLAGE OF BALLSTON SPA

By:  Date 12/2/20
PRESTON ALLEN
Chairman, Board of Supervisors
Per Resolution 237 -2020

By:  Date 11-24-2020
LARRY WOOLBRIGHT, Mayor

Approved as to Form and Content:


Saratoga County Attorney

12/15/20



SARATOGA COUNTY BOARD OF SUPERVISORS

RESOLUTION 274 - 2020

Introduced by Supervisors Veitch, Grattidge, Kinowski, Peck, Smith, Wood and Zlotnick

ADOPTING A LOCAL LAW IDENTIFIED AS INTRODUCTORY NO. 2 OF 2020, PRINT NO. 1, ENTITLED "A LOCAL LAW ESTABLISHING RULES AND REGULATIONS COVERING PARKING ON COUNTY-OWNED AND COUNTY-LEASED PROPERTY, AND REPEALING LOCAL LAW NO. 6 OF 1978"

WHEREAS, Resolution 236-2020 introduced and presented a proposed Local Law identified as Introductory No. 2, Print No. 1 of 2020, entitled "A Local Law Establishing Rules and Regulations Covering Parking on County-Owned and County-Leased Property, and Repealing Local Law No. 6 of 1978" to this Board of Supervisors and scheduled a public hearing thereon for December 9, 2020 at 4:25 PM in the Meeting Room of the Saratoga County Board of Supervisors, 40 McMaster Street, Ballston Spa, New York; and

WHEREAS, notice of that public hearing was duly published and posted as required by law; and

WHEREAS, the scheduled public hearing was held and all persons desiring to be heard submitted written comments by email or written correspondence to this Board; now, therefore, be it

RESOLVED, that this Board of Supervisors, on this 15th day of December, 2020, hereby adopts a Local Law identified as Introductory No. 2, Print No. 1 of 2020, entitled "A Local Law Establishing Rules and Regulations Covering Parking on County-Owned and County-Leased Property, and Repealing Local Law No. 6 of 1978", as set forth in the annexed Schedule A, which once filed with the New York Secretary of State shall be known as Local Law No. 3 of 2020.

BUDGET IMPACT STATEMENT: No budget impact.

SCHEDULE A

INTRODUCTORY NO. 2 OF 2020

PRINT NO. 1

INTRODUCED BY: Supervisors Veitch, Grattidge, Kinowski, Peck, Smith, Wood and Zlotnick

**COUNTY OF SARATOGA
LOCAL LAW NO. 3 OF 2020**

**A LOCAL LAW ESTABLISHING RULES AND REGULATIONS COVERING
PARKING ON COUNTY-OWNED AND COUNTY-LEASED PROPERTY,
AND REPEALING LOCAL LAW NO. 6 OF 1978**

BE IT ENACTED by the Board of Supervisors of the County of Saratoga as follows:

SECTION 1. Title. This Local Law shall be known as “A Local Law Establishing Rules and Regulations Covering Parking on County-Owned and County-Leased Property, and Repealing Local Law No. 6 of 1978”.

SECTION 2. Definitions.

A. The following words when used in this local law, shall have the meanings ascribed to them except in those instances where the context clearly indicated otherwise:

- a. The word “vehicle” shall mean any device in, upon or which a person or property is or may be transported upon a highway.
- b. The word “person” shall mean and include every natural person, firm, co-partnership, association or corporation.
- c. The word “operator” shall mean and include every person who shall operate a vehicle as the owner thereof or as the agent, employee or permittee of the owner, or the person in actual physical control of the vehicle.
- d. The word “park” shall mean and include the permitting of any vehicle to be parked or put in place and let remain or leave standing in or upon county-owned or county-leased property hereafter described in Section 3 of this local law.
- e. The word “area” shall mean and include the county-owned and county-leased property hereafter described in Section 3 of this local law.
- f. The word “Sheriff” shall mean and include the Sheriff of the County of Saratoga and any and all deputies, designees or subordinates as designated by him from

time to time in and about the operation and policing of the parking areas hereafter described.

B. Unless otherwise indicated above or by the context in which they might be used, all words used herein shall have the meanings ascribed to them by the General Construction Law of the State of New York.

SECTION 3. Restricted Parking Areas. The following county-owned or county-leased lands and areas are designated as restricted parking areas to be used and controlled as follows:

- A. Parking of motor vehicles on the following driving lanes and driveways of county-owned parking lots in the Village of Ballston Spa, Town of Milton, and City of Saratoga Springs, New York is hereby strictly prohibited:
- i. The driving lane throughout the parking lot at the Motor Vehicle Parking Lot abutting on Remsen Street.
 - ii. The driving lane throughout the parking lot on the south side of West High Street with ingress and egress onto West High Street.
 - iii. The driving lane throughout the parking lot lying on the west side of Church Avenue and which exits onto McMaster Street.
 - iv. The driveway leading from the Church Avenue parking lot which exits onto McMaster Street.
 - v. The driving lane through the Supervisors and Administration parking lot to the east of the Building 1 at 40 McMaster Street with ingress and egress onto McMaster Street.
 - vi. The driving lane throughout the parking lot on the north side of West High Street servicing the first floor level of Building 5 at 50 West High Street, with ingress and egress onto West High Street and Science Street.
 - vii. The driving lane throughout the parking lot on the south side of Building 5 with ingress and egress onto Bath Street and Science Street.
 - viii. With regard to the building at 152 West High Street, the driving lanes throughout all four parking lots surrounding the building, and the driveway providing ingress and egress to the building from West High Street.
 - ix. With regard to the Department of Public Works Administration building at 3654 Galway Road, the driving lane through the interior of the parking lot in front of the building, and the driving lanes leading to the building and parking lot from Galway Road and County Farm Road.

- x. With regard to the Fire Training Center at 6010 County Farm Road, the driving lane through the interior of the parking lot and the driveway to the parking lot from County Farm Road.
- xi. With regard to the Animal Shelter building at 6010 County Farm Road, the driving lanes through the three parking lots to the east, north and south of the building and the driveways to the parking lots from County Farm Road.
- xii. With regard to the Saratoga County Jail building at 6010 County Farm Road, the driving lanes throughout the parking lot in front of/to the east of the building and the driveway to the parking lot from County Farm Road.
- xiii. With regard to the Paul E. Lent Public Safety Building at 6012 County Farm Road and the three unrestricted access parking lots to the northeast, east and south of the building, the driving lanes throughout the parking lots and the driveway leading in from County Farm Road.
- xiv. With regard to the 60 space public parking lot at the Saratoga County Airport, the driving lanes throughout the parking lot.
- xv. With regard to the leased premises for Saratoga County Mental Health and Addiction Services at 135 South Broadway in the City of Saratoga Springs, the driving lanes throughout the two parking lots around the building, and the driveways providing ingress and egress to each lot from South Broadway and Adelphi Street respectively.

B. Parking of motor vehicles on the following driving lanes and driveways of county-owned parking lots in the Town of Milton is hereby strictly prohibited:

- i. The four hundred and thirty (430') foot driveway leading from the Greenfield Avenue extension to the hanger and ramp area of the Saratoga County Airport.
- ii. The entrance road and loop driveway at the Saratoga County Airport.

SECTION 4. Posting. No parking shall be permitted in the described restricted areas, which shall be posted by the County of Saratoga.

SECTION 5. Winter Parking Restrictions. Commencing this date and hereafter on the first day of November of each year, parking of vehicles shall be prohibited in County parking lots between the hours of 12:00 midnight and 6:00 a.m. This restriction on parking shall continue until May 1 of each year and shall be in effect each year hereafter during the period of November 1 at 12:00 midnight and the following May 1 at 6:00 a.m.

SECTION 6. Signs. The Public Works Department shall erect and maintain at such parking lots suitable signs which will give adequate notice of the limitations of the hours of parking thereon.

SECTION 7. Enforcement; removal and storage of vehicles. The Sheriff and other municipal police officers shall police the area and issue a summons in the name of the county to a person or operator unlawfully parking a vehicle contrary to the provision of this local law. Such unlawful parking is hereby made an offense contrary to this local law and the Penal Law of the State of New York. Whenever any vehicle shall be found parked in violation of this law, such vehicle in the discretion of the Sheriff, may be removed and transported by and under the direction of the Sheriff by means of towing the same or otherwise to some suitable place of storage and such removal and storage shall be at the risk and expense of the owner of such vehicle. Before the owner or person in charge of said vehicle shall be permitted to remove the same from the custody of the Sheriff, he shall furnish evidence of his identity and ownership or right to possession, pay the proper charges, and sign a receipt for such vehicle.

SECTION 8. Summons. Whenever any vehicle shall be found parked in violation of this law, the Sheriff or other municipal police officers shall thereupon issue a summons to such owner to appear at a time indicated before the local Justice Court having jurisdiction to answer for such violation in accordance with this law. Jurisdiction is hereby conferred upon and granted to such courts of special sessions to hear, try and determine all questions of law or fact herein provided.

SECTION 9. Penalties for Offenses. Any person, whether a principal or his agent violating or assisting in the violation of any provisions of this local law, may upon conviction thereof, be punished by a fine not exceeding Fifty and 00/100 (\$50.00) Dollars.

SECTION 10. Disposition of Fines. All fines paid to a Justice Court shall be the property of the municipality in which the court is established and has jurisdiction.

SECTION 11. Designated Parking Spaces. The Saratoga County Board of Supervisors may by resolution designate parking spaces in any County-owned or County-leased parking lot for the exclusive use of County officials, County employees, and/or customers or clients of specific County services.

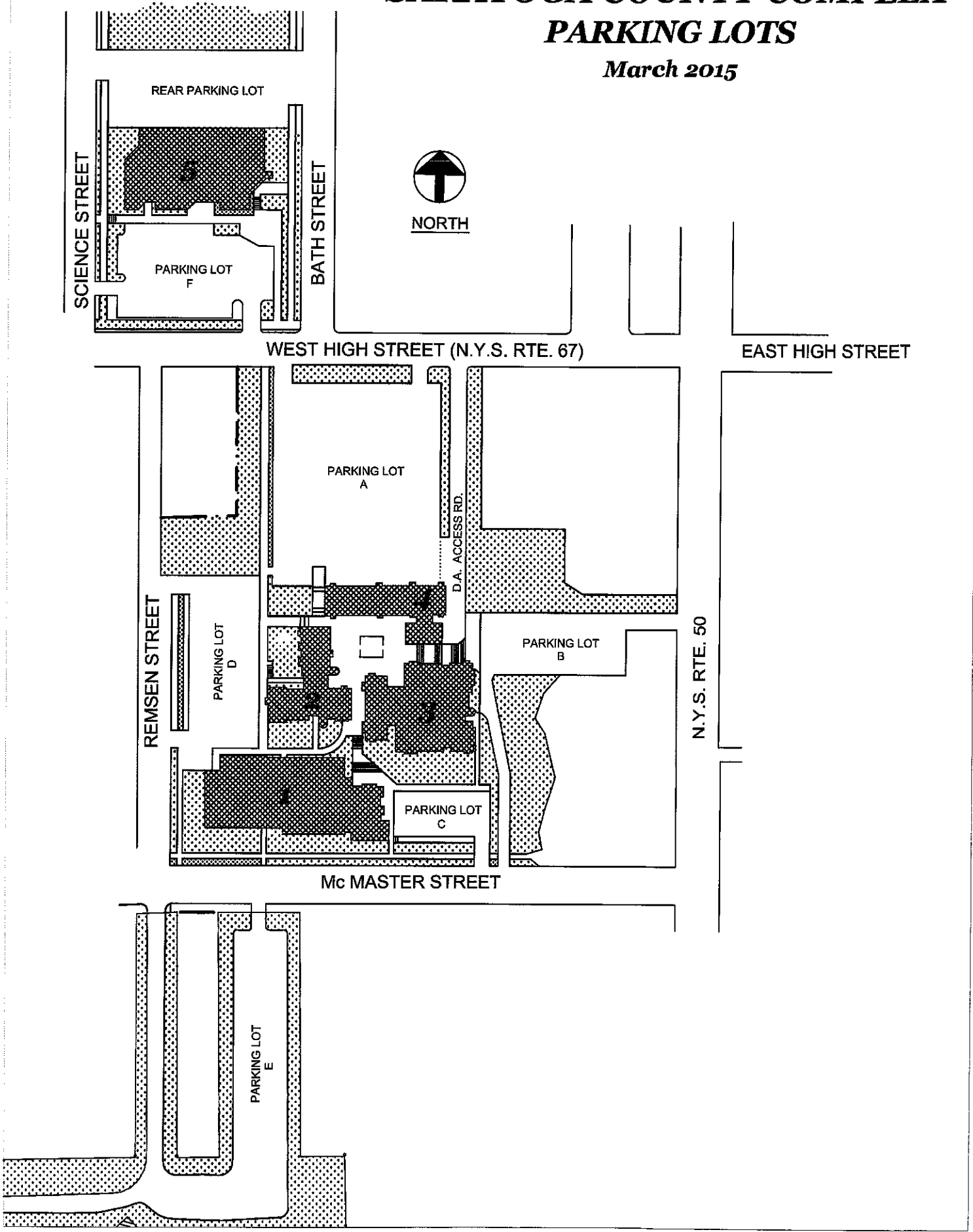
SECTION 12. Repeal of Local Law No. 6 of 1978. Local Law No. 6 of 1978 is hereby repealed.

SECTION 13. Severability. In the event any section, part of section, sentence, clause or phrase of this local law shall be adjudged by any court of competent jurisdiction to be invalid, such judgment will not affect the validity of any other provision of this local law.

SECTION 14. Effective Date. This local law shall take effect upon its filing with the Secretary of State in accordance with the Municipal Home Rule Law.

SARATOGA COUNTY COMPLEX PARKING LOTS

March 2015



NORTH

SCIENCE STREET

BATH STREET

REAR PARKING LOT

PARKING LOT
F

WEST HIGH STREET (N.Y.S. RTE. 67)

EAST HIGH STREET

PARKING LOT
A

D.A. ACCESS RD.

REMSEN STREET

PARKING LOT
D

PARKING LOT
B

N.Y.S. RTE. 50

PARKING LOT
C

Mc MASTER STREET

PARKING LOT
E