

GOVERNMENT REVIEW & EFFICIENCY COMMITTEE
August 25, 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 August 5, 2021 meeting
- III. Introducing a Local Law adopting Capital Plan
- IV. Travel and Discretionary Policy Updates
- V. Press Release/Social Media Policy
- VI. Other Business
- VII. 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 M. Veitch

DATE: August 18, 2021

RE: Local Law Adopting Capital Plan

COMMITTEE: Government Review & 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:

Proposing a Local Law and establishing a public hearing on the adoption thereof, adopting the Capital Plan as outlined in the Operating Budget Policy

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 373

Resolution 235-2021

NY CLS County § 373

Current through 2021 released Chapters 1-321, 323-395

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
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8/17/21



SARATOGA COUNTY BOARD OF SUPERVISORS

RESOLUTION 235 - 2021

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

**AMENDING THE POLICIES AND PROCEDURES MANUAL
UNDER OPERATING BUDGET PROCEDURES**

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, including the Capital Budget Procedure and the Support for Outside Agencies and Not-For-Profit Corporations; and

WHEREAS, a copy of the Government Review and Efficiency Committee's proposed Operating Budget Policy, including the Capital Budget Procedure and the Support for Outside Agencies and Not-For-Profit Corporations, 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, including the Capital Budget Procedure and the Support for Outside Agencies and Not-For-Profit Corporations, be amended as proposed; and

WHEREAS, implementation of any legislative revisions to the 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 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	July 2021	211-2021

and, it is further

RESOLVED, that the Human Resources Department shall distribute copies of this amendment to all County departments and agencies; and it is further

RESOLVED, that this Resolution shall take effect immediately.

BUDGET IMPACT STATEMENT: No Budget Impact.



SARATOGA COUNTY

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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)
- 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 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



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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: Christine Rush

DATE: 8/19/2021

RE: Press Release Policy

COMMITTEE: Government Review Committee

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:
Updates Chapter 1 of Section G of the Saratoga County Policies and Procedures Manual to authorize the Director of Public Relations to review and/or approve public relations activities.
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)
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 - 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):
- Makes necessary updates to the current Press Release Policy relevant to the newly created Director of Public Relations position. Draft policy attached.

DRAFT Public Relations Policy

Drafted 8/19/2021

CURRENT POLICY:

Chapter 1, Section G, Page 1; Revised 5/13/1980; Opr: Cty. Admin.

~~PRESS RELEASES~~

~~Official press releases, statements, or media appearances, shall be issued only by Department Heads, after review by the County Administrator. Any statements affecting policy will be cleared by the County Administrator who will coordinate the statement with the Chairman of the Board of Supervisors.~~ Violations of this policy are subject to disciplinary actions.

DRAFT UPDATED POLICY:

PUBLIC RELATIONS POLICY

Official press releases or statements shall be issued by the Director of Public Relations or County Administrator's office. All public communications, public presentations, and media appearances of county employees must be approved by the Director of Public Relations or the County Administrator's office.

The Director of Public Relations shall have complete access and authority on all public facing social and digital media channels created by a county department. Any social media channels or digital media channels created after the adoption of such policy shall be approved by the Director of Public Relations.

Department Heads shall inform the Director of Public Relations of any media inquiries and inform the Director of any social media posts on their department channels that may impact the reputation of county government.

These policies of public relations and public communications do not apply to independently elected officials. Independently elected officials may coordinate public relations activities with the county Director of Public Relations for purposes of scheduling and brand consistency.

Disclaimer: The Director of Public Relations is not responsible for the development and posting of all department's social media posts.

Definitions: Public communications shall include any printed or digital material developed for the purposes of general public awareness, including but not limited to brochures, flyers, invitations, county website updates, advisories, and any item that displays the County Seal. The term public communications does not include regular correspondence within the department's daily business operations required to fulfill the department's mission.