



Government Review & Efficiency Committee

Wednesday, February 2, 2022 2:30PM

Chair: John Lant

Members:

Phil Barrett

Diana Edwards

Mark Hammond

Mike Smith

- I. Welcome and Attendance
- II. Approval of the minutes of the November 4, 2021 meeting.
- III. Appointment of a Vice-Chair.
- IV. Discussion: Project outline for 2022
- V. Other Business
- VI. 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
Audra Hedden, County Administrator's Office
Stephanie Hodgson, Director of Finance

FROM: County Administration

DATE: 1/27/22

RE: Discussion: Project Outline for 2022

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:

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:



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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):
- Please see attached memo outlining initiatives for Government Review and Efficiency committee 2022 agenda.



OFFICE OF THE
COUNTY ADMINISTRATOR
OF SARATOGA COUNTY

40 MCMASTER STREET
BALLSTON SPA, NEW YORK 12020
(518) 884-4742
FAX (518) 884-4723

STEVE BULGER
COUNTY ADMINISTRATOR

RIDGE HARRIS
DEPUTY COUNTY ADMINISTRATOR

MATTHEW ROSE
MANAGEMENT ANALYST

AUDRA M. HEDDEN
EXECUTIVE SECRETARY

TO: Hon. John Lant, Chairman and Members of the Government Review and Efficiency Committee

FROM: Office of the County Administrator

DATE: January 27, 2022

RE: 2022 Government Review and Efficiency County Initiatives

In recent weeks, at the request of the County Administrator, several Department Heads were asked to identify initiatives that would streamline services, protect taxpayer dollars, and enhance the efficiency of their departments. A summary of those initiatives is outlined below and is not intended to represent an all-inclusive list.

1. Revisions to Purchasing Policy related to the acceptance of electronic bids and a section referencing procurement cards
2. Development of a Procurement Card Policy
3. Revisions to the Contracts and Spending Policy that would increase contracting thresholds and the clarification of several sections in the policy
4. Development of an Electronic Signatures Policy
5. Review of the Records Management Policy
6. Review of the Camera Policy
7. Modification of the Budget Policy
8. Modification of the internal contract review and development process
9. Exploration of an Administrative Benefits Policy update
10. Review of County Administrator applicable Local Laws for consistency
11. Revision of the County voucher policy to amend requirements for a voucher
12. Revision of the Expenditure and Revenue Forecasting Policy
13. Review of the Budget Transfer Policy
14. Review of Information Security Policy
15. Modification of the Maintenance of County Owned Vehicles and Operations
16. Development of a Background Check Policy
17. Development of a Reasonable Accommodation Policy
18. Development of a Time and Attendance Policy

Our team is constantly reviewing processes to find ways to enhance efficiency and constituent services. These initiatives are in varying stages and some are dependent on currently unknown factors or other policy changes. Our team will review these factors before making any recommendations to the committee.