

Law & Finance Committee May 11, 2022 4PM

Chair: Jonathan Schopf

Members:

Phil Barrett- VC Joe Grasso John Lant Jean Raymond Kevin Tollisen Matt Veitch

Welcome and Attendance

Approval of the minutes from April 13, 2022

BUILDINGS & GROUNDS

• Authorizing the conveyance of a conservation easement over County land in the Towns of Wilton and Northumberland.

(Chad Cooke, Commissioner of Public Works)

BUDGET IMPACT: No Budget Impact.

• Authorizing an agreement with North American Land Trust and amending the 2022 County budget in relation thereto.

(Chad Cooke, Commissioner of Public Works)

BUDGET IMPACT: No Budget Impact. Funds are included in the 2022 budget.

GOVERNMENT REVIEW & EFFICIENCY

• Amending the Policies and Procedures Manual under Budget Transfers Policy. (Steve Bulger, County Administrator)

BUDGET IMPACT: No Budget Impact.

• Introducing a proposed Local Law identified as Introductory No. 2, Print No. 1 of 2022, Amending Local Law 1 of 1950, and setting a date for a public hearing thereon. (Steve Bulger, County Administrator)

BUDGET IMPACT: No Budget Impact.

Amending the Policies and Procedures Manual under Operating Budget Procedure.

(Steve Bulger, County Administrator)

BUDGET IMPACT: No Budget Impact.

• Amending the Policies and Procedures Manual under Purchasing Procedures and Authorizing the Acceptance of Electronic Bids and Offers.

(Steve Bulger, County Administrator)

BUDGET IMPACT: No Budget Impact.

PUBLIC SAFETY

• Authorizing an agreement with the Saratoga County Emergency Medical Services Council. (Carl Zeilman, Director of Emergency Management)

BUDGET IMPACT: No Budget Impact. Funds are included in the 2022 budget.

PUBLIC WORKS

• Approving additional roadway rehabilitation projects and amending the 2022 County budget in relation thereto.

(Chad Cooke, Commissioner of Public Works)

<u>BUDGET IMPACT</u>: Funding will require an appropriation of \$3,549,100 utilizing ARPA funds.

 Authorizing an agreement with Town & County Bridge & Rail, Inc. for the repair of the Wolf Creek bridge in the Town of Hadley and amending the 2022 County budget in relation thereto. (Chad Cooke, Commissioner of Public Works)

BUDGET IMPACT: Funding will require an appropriation of \$33,600 from fund balance.

HEALTH & HUMAN SERVICES

• Authorizing the acceptance of additional State Aid from Health Research Inc. and amending the 2022 County budget in relation thereto.

(Daniel Kuhles, Commissioner of Health)

<u>BUDGET IMPACT</u>: The budget will be amended to accept these funds and authorize the related expenses.

• Authorizing the acceptance of a 2022 Medical Reserve Corps COVID-19 Respond, Innovate, Sustain and Equip award and amending the 2022 County budget in relation thereto. (Daniel Kuhles, Commissioner of Health)

<u>BUDGET IMPACT</u>: The budget will be amended to accept these funds and authorize the related expenses.

ECONOMIC DEVELOPMENT

• Authorizing an agreement with the Capital Region Chamber of Commerce. (Steve Bulger, County Administrator)

BUDGET IMPACT: No Budget Impact. Funds are included in the 2022 budget.

• Approving additional appropriations for the Municipal Economic Development Grant Program and the Saratoga County 250th American Revolution project.

(Steve Bulger, County Administrator)

BUDGET IMPACT: No Budget Impact.

TRAILS & OPEN SPACE

• Amending Resolution 262-2017 to increase the total project cost of the Floud Memorial Preserve Farmland/Open Space Preservation Grant in the Town of Halfmoon.

(Jason Kemper, Director of Planning & Economic Development)

BUDGET IMPACT: No Budget Impact.

LAW & FINANCE

• Amending the 2022 Compensation Schedule to create positions under the Sheriff's Office. (Michael Zurlo, County Sheriff)

BUDGET IMPACT: No Budget Impact. Funds are included in the 2022 budget.

• Authorizing an agreement with Trampoline Design, LLC for marketing consulting services. (Steve Bulger, County Administrator)

BUDGET IMPACT: No Budget Impact. Funds are included in the 2022 budget.

• Authorizing an agreement with Legal Files Software, Inc. for a case management software system for the County Attorney's Office.

(Michael Hartnett, County Attorney)

BUDGET IMPACT: No Budget Impact. Funds are included in the 2022 budget.

OTHER BUSINESS

• Setting agenda for Board Meeting Scheduled For May 17, 2022

Adjourn



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 Stephanie Hodgson, Director of Budget

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

DEPARTMENT: Sheriff's Office

DATE: May 03, 2022

COMMITTEE: Law & Finance

RE: Temporary staffing for the Sheriff's 911 Center

1. Is a Resolution Required:

Yes, Amendment to Compensation Schedule

2. Proposed Resolution Title:

Resolution authorizing the creation of temporary part-time positions within the Sheriff's 911 Center

3. Specific Details on what the resolution will authorize:

This resolution will authorize the creation of 5 temporary part-time Desk Officer positions at a rate of \$22.93 hourly through the end of fiscal year 2022 within the Sheriff's 911 Center and amend the 2022 compensation schedule thereto.

This column must be completed prior to submission of the request.

County Attorney's Office Consulted

If yes,	budget lines an	ent needed: YES nd impact must be providents must have equal and	led.	County Administrator's Office Consulted
		ments for impacted budgen more than four lines a		
Revenu	ıe			
Accour	nt Number	Account Name	e A	Amount
Expens	e			
Source	of Revenue			
Fund 1	Balance	State Aid	Federal Aid	Other
Iden	tify Budget Imp	pact:		
No	Budget Imp	pact. Funds are inc	luded in the [Department Budget
a.	G/L line im	pacted		_
b.	Budget year	impacted		
c.	Details			
	•	om current and past va		1/01/2022 will be utilized to

6.		ere Amendments to the Compensation Schedule? YES or NO (If yes, provide details) Human Resources Consulted
	a.	Is a new position being created? Y N
	u.	Effective date 05/27/2022
		Salary and grade UPSEU contract Desk Officer base \$22.92/hr.
	b.	Is a new employee being hired? Y N
		Effective date of employment TBD
		Salary and grade UPSEU contract Desk Officer base \$22.92/hr.
		Appointed position: Desk Officer-Temp
		Term Temporary as needed through 12/31/2022
	c.	Is this a reclassification? Y V N
		Is this position currently vacant? V N
		Is this position in the current year compensation plan? Y V N
7.	Does	this item require hiring a Vendors/Contractors: Y N Purchasing Office Consulted
	a.	Were bids/proposals solicited: Y N Purchasing Office Consulted
	b.	Type of Solicitation
	c.	Is the vendor/contractor a sole source: Y N
	d.	If a sole source, appropriate documentation has been submitted and approved by Purchasing Department? Y N N N/A
	e.	Commencement date of contract term:
	f.	Termination of contract date:
	g.	Contract renewal and term:
	h.	Contact information:
	i.	Is the vendor/contractor an LLC, PLLC or partnership:
	j.	State of vendor/contractor organization:
	k.	Is this a renewal agreement: Y N
	1.	Vendor/Contractor comment/remarks:

8.	Is a gr	rant being accepted: YES or NO	County Administrator's Office Consulted
	a.	Source of grant funding:	
	b.	Agency granting funds:	
	c.	Amount of grant:	
	d.	Purpose grant will be used for:	
	e.	Equipment and/or services being purchased with the grant:	
	f.	Time period grant covers:	
	g.	Amount of county matching funds:	
	h.	Administrative fee to County:	
9.	Suppor	ting Documentation:	
		Marked-up previous resolution	
	/	No Markup, per consultation with County Attorney	
		Program information summary	
		Copy of proposal or estimate	
		Copy of grant award notification and information	
		Other	

10. Remarks:

The Sheriff's 911 Center is experiencing a staffing shortage due to the lack of a current Civil Service list to fill recent retirements and resignations. The 911 Center is authorized 37 full-time positions. Presently there are 5 vacancies, 2 pending retirements before the end of June 2022 and potentially 2-3 additional staff leaving for other employment in June and July 2022. It is anticipated that a new Civil Service list will be available within 1-2 months and it will take 4-6 months to hire, train and certify new full-time staff. These temporary positions will be utilized to employee recent fully trained recent retirees from the 911 Center to supplement existing staff covering vacancies while new full-time staff are being hired and trained.



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 Stephanie Hodgson, Director of Budget

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

DEPARTMENT: County Administrator

DATE: 5/3/2022

COMMITTEE: Law & Finance RE: County Branding Contract

1. Is a Resolution Required:

Yes, Contract Approval

2. Proposed Resolution Title:

Authorizing an agreement with Trampoline Advertising & Design Co. for branding services

3. Specific Details on what the resolution will authorize:

The resolution will authorize the County of Saratoga to enter into an agreement with Trampoline in the amount of \$31,500 to provide branding services. Services will include development of a brand strategy, brand identity mark, a brand standards guide, and design templates for frequently used items, such as business sets for all departments. The branding project will standardize the county's visual identity across all departments, creating a professional look that is instantly recognizable as a service, program, and/or department of the County of Saratoga.

This column must be completed prior to submission of the request.

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County Attorney's Office
Consulted

•	If yes, b	udget lines a	nent needed: Y nd impact must be p ents must have equa	rovided.	County Admini Consulted 🗾	strator's Office
			nments for impacted en more than four li			
	Revenue					
	Account	Number	Account N	Name	Amount	
Į	Expense					
	Account	Number	Account N	Name	Amount	
L	Source of	f Revenue				
	Fund Ba	alance	State Aid	Federal Aid	Other	
	Identif	fy Budget Im	pact:		Department Budge	

6.		re Amendments to the Compensation Schedule? ES or NO (If yes, provide details) Human Resources Consulted
	a.	Is a new position being created? Y N
		Effective date
		Salary and grade
	b.	Is a new employee being hired? Y N
		Effective date of employment
		Salary and grade
		Appointed position:
		Term
	c.	Is this a reclassification? Y N
		Is this position currently vacant? Y N
		Is this position in the current year compensation plan? Y N
7.	Does t	his item require hiring a Vendors/Contractors: Y N Purchasing Office Consulted
	a.	Were bids/proposals solicited: Y N Purchasing Office Consulted
	b.	Type of Solicitation RFP
	c.	Is the vendor/contractor a sole source: Y N
	d.	If a sole source, appropriate documentation has been submitted and approved by Purchasing Department? Y N N/A
	e.	Commencement date of contract term: 5/17/2022 or upon Chairman's signature
	f.	Termination of contract date: upon project completion
	g.	Contract renewal and term:
	h.	Contact information: Paula Slayton, Managing Partner 518-798-9155, paula@designtramp.com
	i.	Is the vendor/contractor an LLC, PLLC or partnership: LLC
	j.	State of vendor/contractor organization: New York
	k.	Is this a renewal agreement: Y N
	1.	Vendor/Contractor comment/remarks:

8.	Is a gra	ant being accepted: YES or NO	County Administrator's Office Consulted
	a.	Source of grant funding:	
	b.	Agency granting funds:	
	c.	Amount of grant:	
	d.	Purpose grant will be used for:	
	e.	Equipment and/or services being purchased with the grant:	
	f.	Time period grant covers:	
	g.	Amount of county matching funds:	
	h.	Administrative fee to County:	
9.	Support —	ing Documentation:	
		Marked-up previous resolution	
		No Markup, per consultation with County Attorney	
		Program information summary	
		Copy of proposal or estimate	
		Copy of grant award notification and information	
	Ш	Other	

10. Remarks:

Saratoga County issued an RFP in February 2022 seeking to retain a consulting agency to assist the county with development of a brand identity. Currently, there are no guidelines in place to govern the use of the official County Seal or its use as a logo, to offer guidance on the use of colors and other graphic elements, or to ensure a consistent look and feel for basic items such as business sets, signs, and publications across county departments. The RFP would retain a contractor to develop a brand identity and brand style guide to ensure the consistent use of the county seal and brand across all departments. Six proposals were submitted. After careful review, two agencies were selected for interviews with Trampoline Advertising & Design Co. being selected as the recommended contract awardee.



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 Stephanie Hodgson, Director of Budget

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

DEPARTMENT: County Attorney

DATE: May 5, 2022

COMMITTEE: Law & Finance

RE: Legal Files Contract Authorization

1. Is a Resolution Required:

Yes, Contract Approval

- 2. Proposed Resolution Title:
- 3. Specific Details on what the resolution will authorize:

Authorizing an agreement with Legal Files Software, Inc. for the implementation, training and licensing of a legal case management system for the County Attorney's Office.

This column must be completed prior to submission of the request.

County Attorney's Office Consulted

If yes, budget line	adment needed: Ses and impact must be dments must have equ	provided.		County Administrator's O
Please see at	tachments for impacte when more than four l	d budget lines.		
Revenue				
Account Number	Account	Name	Amoi	unt
Expense				
Account Number	Account	Name	Amo	unt
	•			
Source of Revenue	,			
Fund Balance	State Aid	Federal	Aid	Other
	_			
Identify Budget			- Dt	t Decelorat
	npact. Funds are in		· · · · · · · · · · · · · · · · · · ·	
a. G/L line	impacted A.20.00)0.7032 / A	.20.000.	8520
b. Budget y	vear impacted 2022	<u>}</u>		
c. Details				
SQL S	purchase, implo Servers (Distrib Ny User Licenso	uted throug	gh IT Dep	ot.): \$7,119.52

6.		e Amendments to the Compensation Schedule?	Human Resources Consulted
	YE	NO (If yes, provide details)	
	a. I	s a new position being created? Y V N	
		Effective date	
		Salary and grade	
	b. Is	s a new employee being hired? Y V	
		Effective date of employment	
	·	Salary and grade	
		Appointed position:	
		Term	
	c. Is	s this a reclassification? Y VN	
•		Is this position currently vacant? Y N	
		Is this position in the current year compensation plan?	N
7.	Does th	is item require hiring a Vendors/Contractors: Y N	Purchasing Office Consulted
	a.	Were bids/proposals solicited: Y N	T stondomy office contented
	b.	Type of Solicitation Sole Source	
	c.	Is the vendor/contractor a sole source: VY N	
	d.	If a sole source, appropriate documentation has been submitte Purchasing Department? Y N N/A	d and approved by
	e.	Commencement date of contract term: Contract Execu	tion
	f.	Termination of contract date:	
	g.	Contract renewal and term: 2 Year initial term	
	h.	Contact information: Legal Files Software, Inc.	
		801 S. Durkin Dr., Springfie	eld, IL 62704
	i.	Is the vendor/contractor an LLC, PLLC or partnership: Corp	poration
	j.	State of vendor/contractor organization: Illinois	
	k.	Is this a renewal agreement: Y N	
	1.	Vendor/Contractor comment/remarks:	
		Sole Source approved by Purchasing Dep	partment 4/29/2022.

Is a g	rant being accepted: YES or V NO	County Administrator's Office Consulted
a.	Source of grant funding:	<u> </u>
b.	Agency granting funds:	
c.	Amount of grant:	
d.	Purpose grant will be used for:	
e.	Equipment and/or services being purchased with the grant:	
f.	Time period grant covers:	
g.	Amount of county matching funds:	
h.	Administrative fee to County:	•
Suppor	rting Documentation:	
	Marked-up previous resolution	
•	No Markup, per consultation with County Attorney	
~	Program information summary	
~	Copy of proposal or estimate	
	Copy of grant award notification and information	
	Other	
	a. b. c. d. e. f. Suppor	a. Source of grant funding: b. Agency granting funds: c. Amount of grant: d. Purpose grant will be used for: e. Equipment and/or services being purchased with the grant: f. Time period grant covers: g. Amount of county matching funds: h. Administrative fee to County: Supporting Documentation: Marked-up previous resolution No Markup, per consultation with County Attorney Program information summary Copy of proposal or estimate Copy of grant award notification and information

10. Remarks:

The Legal Files software will provide legal management solutions including file management, contract processing, and productivity tracking. This product configuration is designed specifically for municipal law departments and will provide a tremendous upgrade to the capabilities of the County Attorney's Office.

County Attorney, Saratoga County, NY Cost Summary for Legal Files Matter and Document Management System

April 4, 2022



Submitted by: Hope Engelmann Legal Files Software, Inc. 801 S. Durkin Drive Springfield, IL 62704 (800) 500 -0537 x 234 HEngelmann@LegalFiles.com



Managing what matters to you.



DOCUMENT MANAGEMENT SOLUTION

Solution Cost

Legal Files Software, Inc. is pleased to present our Legal Files Matter and Document Management System to the County Attorney of Saratoga County, NY.

Below is a summary of the costs the organization could expect to incur during the implementation of Legal Files, assuming ten (10) user licenses are acquired. All implementation services and training are based on a per hour charge.

Software and Support Subscriptions

Description	Quantity	Monthly Cost
Legal Files License Subscription Includes: 10 Named User Licenses, Office and Acrobat Integration and a single production environment	10 Named User Licenses	\$795.00
Maintenance and Support Subscription	Included	Included
Software	Subscription Monthly Total:	\$795.00*

^{*} Software Subscription Billed Annually

Implementation and Training Services

Description	Unit Price	Quantity	Extended
Project Sessions and Management	\$200/hour	12	\$2,400.00
Administration Training and Configuration Assistance	\$200/hour	15	\$3,000.00
End User Training	\$200/hour	20	\$4,000.00
Installation – (8 Hours)	\$200/hour	8	Included
Implementation and Training S	ervices Total (one	-time fees):	\$9,400.00

This proposal contains proprietary and confidential information that the customer is required to maintain as confidential. Customer may only use this proposal to evaluate a possible business arrangement with Legal Files Software, Inc., and customer may not disclose to any third party without advance written consent of Legal Files Software Inc. All pricing is based on an initial two-year subscription billed annually and is valid for 60 days for the date of this proposal.



MICHAEL J. HARTNETT County Attorney

MICHELLE W. GRANGER First Assistant

SARATOGA COUNTY ATTORNEY

Saratoga County Municipal Center 40 McMaster Street Ballston Spa, New York 12020

Telephone: 518-884-4770 Fax: 518-884-4720 (Not for Service)

Assistants VIDA L. SHEEHAN ALEXIS M. OSBORNE MICHAEL P. NAUGHTON SR. NICHOLAS M. MARTIN MARIBETH A. HUNT

Paralegal Specialist JENNY R. MARCOTTE

MEMORANDUM

To:

John Warmt, Director of Purchasing

From: Michael Hartnett, County Attorney WJH

Date: April 29, 2022

RE:

Sole Source Determination – Legal Files

John:

Please consider this memorandum as a request for your office to make a determination on whether the purchase of Legal Files software, licensing and maintenance qualifies for a sole source exemption, as provided in Section 4 of the County Purchasing Procedures.

Legal Files is a proprietary software program that provides legal management solutions including file and document management, contract processing, workflow templates, and productivity tracking. This product would provide unique benefits to the County as it is a software system that is designed specifically for municipal legal departments. Although there are multiple private sector vendors who produce law firm management software; legal files is unique in that the software has been developed and designed specifically for governmental law agencies. This product will provide a tremendous value and upgrade to the County Attorney's Office capabilities relative to both file management and personnel management across all facets of operation within the Department. Additionally, the product will benefit every County Department, as the operational efficiencies that will be realized upon implementation will streamline the legal services being provided by the County Attorney's Office. To my knowledge, the product designed, licensed and maintained by Legal Files is proprietary. Legal Files is the sole producer of the commercial off the shelf case management system known as Legal Files and owns all source code to the application. There are no other vendors or distributors that sell Legal Files software.

I have attached correspondence from Legal Files for reference. Please advise when a determination regarding sole source is rendered.



November 16, 2021

Mr. Michael Hartnett Saratoga County New York County Attorney's Office 40 McMaster Street Ballston Spa, NY 12020

Dear Mr. Hartnett:

This is in response to your request regarding a sole source letter for the software or any service relating to Legal Files or the implementation of Legal Files. Legal Files Software, Inc. is the sole producer of the commercial off the shelf case management system known as Legal Files and owns all source code to the application. In addition to the development Legal Files Software, Inc., is the sole source for our maintenance and support services for our case management software program called Legal Files.

If you have any questions or need additional information, just give me a call or email me at (800) 500-0537 Ext. 247 or Gordon.Hack@LegalFiles.com.

Gordon Hack Director of Sales



A quote for your consideration

Based on your business needs, we put the following quote together to help with your purchase decision. Below is a detailed summary of the quote we've created to help you with your purchase decision.

To proceed with this quote, you may respond to this email, order online through your Premier page, or, if you do not have Premier, use this Quote to Order.

Quote No.

Total Customer # Quoted On Expires by

Contract Code Solution ID

Customer Agreement #

1001837030292.1

\$7,119.52 6763267 Mar. 31, 2022 Apr. 01, 2022

51AHM PS68202 Sales Rep Phone

Email

Billing To

Wyatt Busbee (800) 456-3355, 7282495

Wyatt Busbee@Dell.com **ACCOUNTS PAYABLE** SARATOGA CO DATA

PROCESSING 50 WEST HIGH ST

BALLSTON SPA, NY 12020-1982

Message from your Sales Rep

Please contact your Dell sales representative if you have any questions or when you're ready to place an order. Thank you for shopping with Dell!

Regards, Wyatt Busbee

Additional Comments

NYS OGS: PS68202/ MFG Part#: 7NQ-00300 /Used both 7NQ-01588(Lic. Only) & 7NQ-00301(Lic.&SA) To calculate SA Proration

Shipping Group

Shipping To

Shipping Method Ground Delivery

CATHY SHROME SARATOGA CO DATA PROCESSING 40 MCMASTER ST BALLSTON SPA, NY 12020 (518) 885-2210

Product

VLA SQL SERVER STD LIC/SA PER 2 CORE LIC

Unit Price

Quantity

Subtotal

\$3,559.76

2

\$7,119.52

7,119.52
\$0.00
\$0.00
\$0.00
\$0.00
\$0.00

Shipping Group Details

Shipping To

Shipping Method

CATHY SHROME SARATOGA CO DATA PROCESSING 40 MCMASTER ST BALLSTON SPA, NY 12020 (518) 885-2210

Ground	Delivery

			Quantity	Subtotal
VLA SQL SERVER STD LIC/SA PER 2 CORE LIC Contract # 51AHM Customer Agreement # PS68202		\$3,559.76	2	\$7,119.52
Description	SKU	Unit Price	Quantity	Subtotal
VLA SQL SERVER STD LIC/SA PER 2 CORE LIC	A5936863	<u>-</u>	2	-
		Subtotal: Shipping: Environmental Fee: Estimated Tax:		\$7,119.52 \$0.00 \$0.00 \$0.00
			Total:	\$7,119.52