



BAY COUNTY BOARD OF COMMISSIONERS

515 Center Avenue, Suite 405, Bay City, MI 48708-5125

(989) 895-4136 | Fax: (989) 895-4226

MEMORANDUM

TIM BANASZAK
CHAIRMAN
2ND DISTRICT

To: Elected Officials/Department Directors-Division Heads/Agencies

From: Lindsey Arsenault, Board Coordinator

Date: January 14, 2025

Subject: 2025 Commission/Committee Information

VAUGHN J. BEGICK
VICE CHAIRMAN
3RD DISTRICT

CHRISTOPHER T. RUPP
SERGEANT AT ARMS
5TH DISTRICT

Attached please find the following:

1. 2025-2029 Board of Commissioners listing, including home addresses, phone numbers and e-mail addresses
2. Board of Commissioners' 2025 Committee assignments
3. Schedule of 2025 Board of Commissioners' meetings
4. Schedules of 2025 Ways and Means/Personnel and Human Services Committee of the Whole meetings
5. Process for submittal of Committee/Board agenda items*
6. Corporation Counsel Matter Request Form
7. Sample letter with preferred format when submitting request to Committee

KATHY NIEMIEC
1ST DISTRICT

LARRY BESON
4TH DISTRICT

JESSE DOCKETT
6TH DISTRICT

JEROME CRETE
7TH DISTRICT

*Please take note of the highlighted areas included in the letter reflecting the process for submittal of Committee/Board agenda items, specifically pertaining to Corporation Counsel's review of legal documents.

LINDSEY ARSENAULT
BOARD COORDINATOR
(989) 895-4136
Arsenaultl@baycountymi.gov

2025-2029
BAY COUNTY BOARD OF COMMISSIONERS
515 CENTER AVENUE
BAY CITY, MI 48708
(989) 895-4136
Website: www.baycountymi.gov

DISTRICT NO.	COMMISSIONER	ADDRESS	TELEPHONE/E-MAIL
1.	Kathy Niemiec (R)	693 N. Carter Rd, Linwood, MI 48634	989-697-5509 Niemieck@baycountymi.gov
2.	Tim Banaszak (R)	27 River Trail Dr, Bay City, MI 48706	989-501-6565 Banaszakt@baycountymi.gov
3.	Vaughn J. Begick (R)	5353 Lorraine Court, Bay City, MI 48706	989-295-0209 Begickv@baycountymi.gov
4.	Larry Beson (R)	1105 E. Smith, Bay City, MI 48706	989-408-8549 Besonl@baycountymi.gov
5.	Christopher T. Rupp (R)	175 S Lincoln Rd, Bay City, MI 48708	989-415-7913 Ruppc@baycountymi.gov
6.	Jesse Dockett (D)	1201 Park Avenue, Bay City, MI 48708	989-493-0656 Dockettj@baycountymi.gov
7.	Jerome Crete (R)	200 N. Powell Rd, Essexville, MI 48732	989-737-8808 Cretej@baycountymi.gov

2025 BOARD OFFICERS:

Tim Banaszak, Chair

Vaughn J. Begick, Vice Chair

Christopher T. Rupp, Sergeant at Arms

Board Parliamentarian – Corporation Counsel

2025 BAY COUNTY BOARD OF COMMISSIONERS

BOARD OF COMMISSIONERS

MEETS 3RD TUESDAY OF
EVERY MONTH @ 4:00 P.M.
UNLESS OTHERWISE NOTED

AGENDA DEADLINE:

WEDNESDAY PRIOR TO MEETING
@ 12:00 P.M. UNLESS OTHERWISE
NOTED

BOARD MEMBERS

Tim Banaszak, Chair
Vaughn J. Begick, Vice Chair
Kathy Niemiec
Larry Beson
Christopher T. Rupp, Sergeant at Arms
Jesse Dockett
Jerome Crete

COMMITTEE OF THE WHOLE

MEETS 1ST AND 2ND TUESDAY
OF EVERY MONTH @ 4:00
P.M. UNLESS OTHERWISE

AGENDA DEADLINE:

TUESDAY PRIOR TO MEETING @
12:00 P.M. UNLESS OTHERWISE
NOTED

COMMITTEE MEMBERS

Jerome Crete, Committee Chair
Kathy Niemiec, Committee V. Chair
Vaughn J. Begick
Larry Beson
Christopher T. Rupp
Jesse Dockett
Tim Banaszak, Ex Officio

**NOTE: Agenda items must be
submitted electronically to
arsenaultl@baycountymi.gov**

BAY COUNTY BOARD OF COMMISSIONERS

2025 COMMITTEE ASSIGNMENTS

AREAS OF RESPONSIBILITY

Finance Department (All Divisions)
Retirement
Risk Management
Economic Development
Equalization
Information Systems
Bay Future, Inc.
Buildings and Grounds
Environmental Affairs (All Divisions)
Grant / Grant Amendments
Fees
Corporation Counsel
Law Enforcement
Elected Officials
Personnel/Employee Relations
All New Positions:
 Full-time
 Part-time
 Temporary
 Contractual
 Seasonal
Department of Public Defender
Juvenile Home
Health Department (All Divisions)
Stormwater Authority

Millages/Programs:
 Department on Aging
 Forest Sustainability Program
 Mosquito Control
 Medical Care Facility
 Library
 Community Center Outdoor Public
 Pool Area
BCTV
Appropriations/Requests for Funds
Board Rules
Courts
Animal Control
M.S.U. Extension
Mid-Michigan Community Action Agency
Michigan Works!
Emergency Services
Veterans' Services
Americans with Disabilities (ADA)
Behavioral Health
Recreation:
 Civic Arena
 Community Center
 Fairgrounds
 Pinconning Park
 Golf Course

COMMITTEE:**AREAS OF RESPONSIBILITY:****COMMITTEE MEMBERS:****AIRPORT**

Meets 3rd Thursday of every month @ 1:30 P.M. at MBS Airport

MBS INTERNATIONAL AIRPORT

TIM BANASZAK
VAUGHN J. BEGICK
KATHY NIEMIEC

ANIMAL CONTROL TASK FORCE

JESSE DOCKETT

BCTV

Meets when necessary

KATHY NIEMIEC

B.C.A.T.S.

BCATS POLICY COMMITTEE meets the 3rd Wednesday of every month @ 1:30 P.M.
BCATS TECHNICAL COMMITTEE meets the 2nd Tuesday of every other month @ 10:00 A.M.
Meetings are held in the 2nd Floor Conference Room

BAY CITY AREA
TRANSPORTATION STUDY
COMMITTEE

LARRY BESON

**BAY COUNTY LOCAL
EMERGENCY PLANNING
COMMITTEE**

Meets the 4th Thursday of every month @ 9:30 A.M. in the 9-1-1 Conference Room

TIM BANASZAK

BAY FUTURE, INC.

Meets 4th Thursday of the month @ 3:30 P.M. at Bay Future office

VAUGHN J. BEGICK

**COMMUNITY CORRECTION
ADVISORY BOARD**

Meets 3 times per year on the 3rd Wednesday of the month @ Noon at the Court Facility (March, April, and October)

LARRY BESON
JESSE DOCKETT

DRAIN BOARD

Bangor Drain Board meets 2nd Tuesday of every month at 3:15 P.M.
Hampton Drain Board meets 3rd Tuesday of every month @

BANGOR AND HAMPTON
DRAINS

KATHY NIEMIEC
(Designee of the Board Chair)
CHRISTOPHER T. RUPP
(Designee of Committee Chair)

3:45 P.M. Meetings are held in the Drain Office.

FOOD SERVICE ADVISORY BOARD

Meets when necessary

JEROME CRETE

GREAT LAKES BAY REGIONAL CONVENTION & VISITORS BUREAU

Meeting dates vary – usually a Tuesday or Wednesday, generally @ 11:45 A.M. but time can also vary. Not necessarily a monthly mtg.

VAUGHN J. BEGICK

LAND BANK AUTHORITY

Meets 2nd Thursday of every month @ 3:30 P.M. in 6th Floor Conference Room

*JESSEE DOCKETT
*LARRY BESON
*Serve while in office

MICHIGAN WORKS! CONSORTIUM BOARD

Meets last Monday of every month at 2:30 P.M. in Midland

TIM BANASZAK
VAUGHN J. BEGICK
CHRISTOPHER T. RUPP

MID MICHIGAN COMMUNITY ACTION AGENCY

Meets the 4th Thursday of every month @ 4:30 P.M. in Clare, MI

VAUGHN J. BEGICK

REGION VII AREA AGENCY ON AGING

Meets 1st Thursday of every month @ 10:00 A.M. at Region VII Office

PATRICK H. BESON*
*Term expires 3/31/25

RETIREMENT BOARD

Meets 2nd Tuesday of every month @ 1:30 P.M. in Commission Chambers

VAUGHN J. BEGICK
JEROME CRETE

SANITARY CODE APPEALS BOARD

Meets 4th Tuesday of every month @ 10:00 A.M. if required

TIM BANASZAK
LARRY BESON
RONALD CAMPBELL
(TOWNSHIP)

STORMWATER AUTHORITY

Meets when required

JEROME CRETE

9-1-1 BOARD

Meets 3rd Thursday of every
month @ 9:11 A.M. in the 911
Conference Room

TIM BANASZAK

NOTE: EXCEPT AS OTHERWISE NOTED, ALL TERMS ARE FOR THE YEAR 2025.

BAY COUNTY BOARD OF COMMISSIONERS
515 CENTER AVENUE, SUITE 405
BAY CITY, MI 48708-5125
(989) 895-4136

SCHEDULE OF 2025 MEETINGS OF
THE BAY COUNTY BOARD OF COMMISSIONERS

TIM BANASZAK, CHAIR
VAUGHN J. BEGICK, VICE CHAIR

THURSDAY, JANUARY 2, 2025 (ORGANIZATIONAL) @ 4:00 P.M.

TUESDAY, JANUARY 21, 2025
TUESDAY, FEBRUARY 18, 2025
TUESDAY, MARCH 18, 2025
TUESDAY, APRIL 18, 2025*
TUESDAY, MAY 20, 2025
TUESDAY, JUNE 17, 2025

TUESDAY, JULY 15, 2025
TUESDAY, AUGUST 19, 2025
TUESDAY, SEPTEMBER 16, 2025
TUESDAY, OCTOBER 21, 2025**
TUESDAY, NOVEMBER 18, 2025
TUESDAY, DECEMBER 16, 2025

*STATUTORY MEETINGS OF THE BOARD OF COMMISSIONERS - MCL 209.511

**STATUTORY MEETINGS OF THE BOARD OF COMMISSIONERS - MCL 211.37

PLEASE NOTE: THE BOARD MEETINGS WILL BE HELD ON THE THIRD TUESDAY OF EVERY MONTH. ALL MEETINGS OF THE BOARD OF COMMISSIONERS ARE HELD AT 4:00 P.M. (UNLESS OTHERWISE NOTED) IN THE COMMISSION CHAMBERS, FOURTH FLOOR, BAY COUNTY BUILDING, UNLESS OTHERWISE NOTED IN MEETING NOTIFICATIONS. Zoom participation is available to the public.

THE BOARD OF COMMISSIONERS' AGENDA DEADLINE IS 4:00 PM ON THE WEDNESDAY PRIOR TO THE BOARD MEETING.

IN THE EVENT ADDITIONAL MONTHLY MEETINGS ARE REQUIRED, THE MEETINGS WILL BE NOTICED AND POSTED IN ACCORDANCE WITH THE OPEN MEETINGS ACT.

NOTE: RESCHEDULED BOARD MEETINGS WILL BE NOTICED AND POSTED IN ACCORDANCE WITH THE OPEN MEETINGS ACT.

THE COUNTY OF BAY WILL PROVIDE NECESSARY AND REASONABLE AUXILIARY AIDS AND SERVICES, SUCH AS SIGNERS FOR THE HEARING IMPAIRED AND AUDIO TAPES OF PRINTED MATERIALS BEING CONSIDERED AT THE MEETING TO INDIVIDUALS WITH DISABILITIES AT THE MEETING/HEARING UPON 10 DAYS NOTICE TO THE COUNTY OF BAY. INDIVIDUALS WITH DISABILITIES REQUIRING AUXILIARY AIDS OR SERVICES SHOULD CONTACT THE COUNTY OF BAY BY WRITING OR CALLING:

Amber Davis-Johnson, ADA Coordinator, Corporation Counsel
515 Center Avenue, Fourth Floor, Bay County Building,
Bay City, MI 48708
(989) 895-4130

**BAY COUNTY BOARD OF COMMISSIONERS
515 CENTER AVENUE, SUITE 405
BAY CITY, MI 48708-5125
(989) 895-4136**

**SCHEDULE OF 2025 MEETINGS OF THE
BAY COUNTY WAYS AND MEANS/PERSONNEL AND HUMAN SERVICES COMMITTEE OF THE
WHOLE**

**JEROME CRETE, CHAIR
KATHY NIEMIEC, VICE CHAIR**

TUESDAY, JANUARY 7, 2025
TUESDAY, JANUARY 14, 2025 - CANCELLED
TUESDAY, FEBRUARY 4, 2025
TUESDAY, FEBRUARY 11, 2025
TUESDAY, MARCH 4, 2025
TUESDAY, MARCH 11, 2025
TUESDAY, APRIL 1, 2025
TUESDAY, APRIL 8, 2025
TUESDAY, MAY 6, 2025
TUESDAY, MAY 13, 2025
TUESDAY, JUNE 3, 2025
TUESDAY, JUNE 10, 2025

TUESDAY, JULY 1, 2025
TUESDAY, JULY 8, 2025
TUESDAY, AUGUST 5, 2025
TUESDAY, AUGUST 12, 2025
TUESDAY, SEPTEMBER 2, 2025
TUESDAY, SEPTEMBER 9, 2025
TUESDAY, OCTOBER 7, 2025
TUESDAY, OCTOBER 14, 2025
TUESDAY, NOVEMBER 11, 2025
TUESDAY, DECEMBER 2, 2025
TUESDAY, DECEMBER 9, 2025

ALL MEETINGS OF THE COMMITTEE OF THE WHOLE ARE HELD AT 4:00 P.M. IN THE COMMISSION CHAMBERS, FOURTH FLOOR, BAY COUNTY BUILDING, UNLESS OTHERWISE NOTED IN MEETING NOTIFICATIONS. Zoom participation is available to the public.

UNLESS OTHERWISE NOTED, THE COMMITTEE OF THE WHOLE AGENDA DEADLINE IS 12:00 P.M. TUESDAY PRIOR TO THE COMMITTEE MEETING.

***IF A DEPARTMENT HAS MULTIPLE AGENDA REQUESTS, PLEASE EQUALLY DISTRIBUTE BETWEEN THE TWO COMMITTEE MEETINGS THAT WILL BE HELD EACH MONTH.**

THE ABOVE DATES ARE SUBJECT TO CHANGE DUE TO SCHEDULING CONFLICTS. CHANGES WILL BE NOTED ON THE BOARD'S MONTHLY CALENDAR AND/OR NOTICED AND POSTED IN ACCORDANCE WITH THE OPEN MEETINGS ACT.

WHILE THE ABOVE MEETING DATES ARE THE REGULARLY SCHEDULED MEETING DATES, COMMITTEE OF THE WHOLE MEETINGS MAY BE SCHEDULED AS NEEDED.

THE COUNTY OF BAY WILL PROVIDE NECESSARY AND REASONABLE AUXILIARY AIDS AND SERVICES, SUCH AS SIGNERS FOR THE HEARING IMPAIRED AND AUDIO TAPES OF PRINTED MATERIALS BEING CONSIDERED AT THE MEETING TO INDIVIDUALS WITH DISABILITIES AT THE MEETING/HEARING UPON 10 DAYS NOTICE TO THE COUNTY OF BAY. INDIVIDUALS WITH DISABILITIES REQUIRING AUXILIARY AIDS OR SERVICES SHOULD CONTACT THE COUNTY OF BAY BY WRITING OR CALLING:

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TIM BANASZAK
CHAIRMAN
2ND DISTRICT

To: Elected Officials/Department Directors/Division Heads

From: Tim Banaszak, Chair
Bay County Board of Commissioners

VAUGHN J. BEGICK
VICE CHAIRMAN
3RD DISTRICT

Date: January 14, 2025

Subject: Process for Submitting Committee and Board Agenda Items

CHRISTOPHER T. RUPP
SERGEANT AT ARMS
5TH DISTRICT

On behalf of the Board of Commissioners, I would like to thank the elected officials, department directors and division heads for their continuing efforts to adhere to the Board's process for submitting Board and Committee agenda items. This process is strictly adhered to and, once again, we are requesting your compliance.

KATHY NIEMIEC
1ST DISTRICT

The Committee of the Whole will meet the 1st and 2nd Tuesday of every month (formally known as the Ways and Means Committee and Personnel/Human Services Committee) at 4:00 P.M. with the Bay County Board of Commissioners Full Board Meeting being held on the 3rd Tuesday of every month at 4:00 P.M. unless otherwise noted.

LARRY BESON
4TH DISTRICT

The Board office agenda deadlines are as follows: Committee of the Whole - Tuesday prior to the Committee meeting at 12:00 p.m.; Full Board—4:00 PM on the Wednesday prior to the meeting.

JESSE DOCKETT
6TH DISTRICT

When requests are submitted, please be mindful that everything requested may not receive Board approval in its entirety. For example, on occasion, requests are submitted for the Board Chair to sign agreements (current and all future agreements or any and all future amendments that may arise with a specific agency, vendor, grant, etc.). The Board does not approve future anticipated agreements and/or amendments; they are approved on an individual basis. The same applies to budget adjustments, especially those pertaining to grants.

JEROME CRETE
7TH DISTRICT

Resolutions pertaining to requests are included on Committee agendas prior to Board action and should be reviewed by requesting departments to be certain of what is/will be approved.

LINDSEY ARSENAULT
BOARD COORDINATOR
(989) 895-4136
Arsenaultl@baycountymi.gov

Please note the change in the 2025 General Appropriation Budget Act Resolution:

The 2025 final adopted budget will not authorize or act as Board approval for the purpose of entering into any contract requiring Board signature. Separate Board approval should be sought.

Requests for funding, grant applications, new positions, and approval of agreements/contracts/grants/ legal documents, which are presented at the various Committee meetings, should include the following supporting information/documentation:

Funding:

All requests for funding/appropriation shall be submitted to the Finance Officer, who will review the department's budget and confirm the need for funding. Requests should include the purpose/need for funding, why funding was not included in the current budget, and all other pertinent information. The Finance Officer will direct the request(s) to the Committee of the Whole.

Budget Adjustments:

Any required budget adjustments are to be submitted to the Finance Department for review.

Bids:

When required, Requests for Proposals (RFP), Requests for Quotations (RFQ), Invitations to Bid, etc. will be considered by the Committee of the Whole for review/recommendation. Authorization to seek proposals does not automatically approve the bid award. Recommendations for bid awards are to be brought back to the Committee of the Whole for approval and authorization for the Board Chair to sign the required documents.

New Positions:

Bay County continues to carefully monitor the budget with an eye on reducing expenses. All efforts to curb spending will be made. As personnel/benefit costs make up the largest percentage of the County's budget, new positions are monitored very closely. It is likely that some requests to add unbudgeted positions will not be included on the Committee agenda. This will be a determination made by the Personnel Director. **All requests for a new position must be made in writing through the Personnel Director for review and submittal to the Committee.** Any grant requests that include personnel must first be submitted to the Finance Officer for review prior to consideration by the Committee of the Whole. All personnel-related requests (new positions) should include job title, current pay scale, level of pay scale at which position will be filled, starting date, status (full-time, part-time, seasonal or temporary), and union status, if any. All other important particulars should be included. Requests not submitted through the Personnel Director will not be included on the Committee of the Whole agenda.

Agreements/Contracts/Grants/Legal Documents:

As in the past, a summary of agreements/contracts/grants/legal documents presented for consideration will be required for review by the Committee of the Whole (**Sample format for the summary to be used is attached**). The areas of responsibility are reflected in the 2025 Committee Assignment designations.

However, it is important to remember the established procedure: all such documents must be submitted to the Department of Corporation Counsel for review and approval before they can be signed by the Board Chair. Therefore, **please refrain from sending documents directly to the Board Chair for signature**. They must first go through the Department of Corporation Counsel for legal review.

Continuing the established uniform process, a Corporation Counsel Matter Request Form has been developed and **MUST** be completed and included with any agreement, contract, grant, or legal document submitted for legal review. The preferred method is for departments to utilize the new online form at <https://docs.baycounty-mi.gov/matter.html>. However, a PDF copy of the form is included in this packet. To submit a matter via email, please email it to Jayson Hoppe at hoppej@baycountymi.gov.

PLEASE NOTE: *Simply copying Corporation Counsel on an agenda item submitted to the Board will NOT result in the matter being opened in Corporation Counsel for review. Additionally, inclusion on the Board of Commissioners Agenda DOES NOT trigger Corporation Counsel review. To avoid delays in legal review, we request that you submit your Matter Request Form to Corporation Counsel at the same time you submit your memo to the Board.*

Matter Request submissions should include all related correspondence, documents, terms, and non-County party contact information. Please inform Corporation Counsel of any hard deadlines with your request to help the department prioritize and schedule accordingly. Please allow at **LEAST** two weeks for Corporation Counsel to review the matter.

After obtaining approval from the Committee of the Whole, the full Board, and the Department of Corporation Counsel, all documents will be forwarded to the non-County party for their signature. Whenever possible, the Chairman of the Board will be the last Bay County official to sign the documents to prevent issues with returning paperwork to the County for filing. The Department of Corporation Counsel will handle the process of filing signed documents with the County Clerk's office. **Please note that the grant applicant/recipient departments are required to work with the Finance Department whose staff will provide financial oversight of said grant.**

Keep in mind Committee deadlines which are included on the Board's monthly calendar. Allow enough time for submittal to the County Executive, Corporation Counsel, the Personnel Director

and/or the Finance Officer. Items not reviewed by appropriate administrative staff will be routed back to the Department.

Agenda items must be submitted to the Board office via e-mail at arsenaultl@baycountymi.gov. With Ricoh copiers and scanning capabilities, all departments should be able to conform to this process. Hard-copy agenda items will not be accepted. If any department has difficulties scanning and/or e-mailing agenda items, kindly contact the Information Systems Department.

Board and Committee agenda, meeting notices, and the Board's monthly calendar are sent via e-mail and posted on the Bay County Board of Commissioners webpage (<https://www.baycountymi.gov/commissioners/>).

A minimal number of printed agendas are available at the meetings.

The Bay County Board of Commissioners values your efforts to assist this office in expediting all requests submitted to the committees for consideration and recommendation to the full Board.

Should you have any questions about the above, please do not hesitate to contact the Board Coordinator at (989) 895-4136 or through email at arsenaultl@baycountymi.gov as soon as possible.

We appreciate your cooperation and will provide any necessary assistance.

MATTER REQUEST FORM

Please complete to the best of your ability and supply only the information applicable to the request. Attach all relevant documents and correspondence. For your convenience, you may complete this form and attach documentation electronically by visiting the following link: <https://docs.baycounty-mi.gov/matter.html>.

All new/renewal/grant agreement requests must include a copy or reference to the corresponding Board Resolution. If the matter still needs to be presented to the Board of Commissioners, please indicate when it will be submitted to the Board for consideration. The Board Chair **WILL NOT** sign a document that binds the County without a Board Resolution approving it.

MATTER DESCRIPTION REQUIRED

Matter Type : Standard Agreement/Amendment/Quote Grant Agreement/Application Other
 Legal Question Policy/Ordinance/Bid Review

Description of request:

Name & department of employee making the request:

DETAILS & TERMS IF APPLICABLE

Resolution #: **Date of Board Action:** **Bid #:**

Term: **Effective Date:** **End Date:**

Does the agreement require an electronic signature? YES NO

Is this a renewal of an existing agreement? YES NO

Is a current Proof of Insurance attached? YES NO

Does the non-county party (vendor) require a deadline? YES NO **Deadline Date:**

Is there an existing agreement with another vendor? YES NO

- If yes, has the agreement been terminated and when/how was notification of termination given?*

Is the agreement a set amount or on a time and materials basis?

I CERTIFY THAT I HAVE REVIEWED ALL MATTER DOCUMENTS SUBMITTED AND I HAVE NOTED ANY CONCERNS OR QUESTIONS ON THE DOCUMENTS OR IN A SEPARATE ATTACHMENT.

INITIAL: **REQUIRED IF SUBMITTING AN AGREEMENT/AMENDMENT/QUOTE/APPLICATION/BID/POLICY*

NON-COUNTY PARTY (VENDOR) CONTACT INFORMATION IF APPLICABLE

Name of contact:

Address:

Phone: **Email:** Email Completed Form
Clear Form

CORPORATION COUNSEL USE ONLY

CLOSED - Date: OnBase G-Drive **Execution Date:**

Effective Date: **End Date:** **Duration/Auto-renewal:**

Termination provision: **Finance Review - Date:**

Comments:

**SAMPLE LETTER FORMAT FOR
PLACEMENT OF ITEMS ON
COMMITTEE AGENDA**

To: Jerome Crete, Chair, Committee of the Whole
From: Elected Official/Department Head/Division Head/Agency
Date: _____
Subject: _____

Request: Outline request being made.
Background: Provide any background information which will explain the request and assist in decision making process.
Finance/Economics: Provide detailed cost information and line item which will cover cost of item. If funds do not exist within budget provide source of funding. Include comparison of funding requested to prior or current year's funding.
Recommendation: Provide recommendation including authorization for the Board Chair to sign any required documents if needed.

Note: While brevity is appreciated, please include detailed information on which Commissioners can base their decision.

All requests for a new position must be submitted in writing to the Personnel Director for review and submission to the Committee.

All requests for funding, appropriations, or budget adjustments should be routed first to the Finance Officer for review and confirmation of budget status.

All contracts/legal documents should be routed first to Corporation Counsel for review prior to applicable Committee meeting.