



BAY COUNTY BOARD OF COMMISSIONERS

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

(989) 895-4136 Fax – (989) 895-4226

VAUGHN J. BEGICK
CHAIRMAN
3RD DISTRICT

MEMORANDUM

THOMAS M. HEREK
VICE CHAIRMAN
5TH DISTRICT

To: Elected Officials/Department Directors-Division Heads/ Agencies
From: Lindsey Arsenault, Board Coordinator
Date: January 24, 2024
Subject: 2024 Commission/Committee Information

DENNIS R. POIRIER
SERGEANT AT ARMS
7TH DISTRICT

Attached please find the following:

KATHY NIEMIEC
1ST DISTRICT

1. 2023/2024 Board of Commissioners listing, including home addresses, phone numbers and e-mail addresses
2. Board of Commissioners' 2024 Committee assignments
3. Schedule of 2024 Board of Commissioners' meetings
4. Schedules of 2024 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

TIM BANASZAK
2ND DISTRICT

COLLEEN MAILLETTE
4TH DISTRICT

KAYSEY L. RADTKE
6TH DISTRICT

LINDSEY ARSENAULT
BOARD COORDINATOR
(989) 895-4136
Arsenaultl@baycounty.net

*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.

2023-2024
BAY COUNTY BOARD OF COMMISSIONERS
515 CENTER AVENUE
BAY CITY, MI 48708
(989) 895-4136
Website: www.baycounty-mi.gov

DISTRICT NO.	COMMISSIONER	ADDRESS	TELEPHONE/E-MAIL
1.	Kathy Niemiec (R)	693 N. Carter Rd, Linwood, MI 48634	989-697-5509 <u>Niemieck@baycounty.net</u>
2.	Tim Banaszak (R)	27 River Trail Dr, Bay City, MI 48706	989-501-6565 <u>Banaszakt@baycounty.net</u>
3.	Vaughn J. Begick (R)	5353 Lorraine Court, Bay City, MI 48706	989-686-0578 (Home) 989-295-0209 (Cell) <u>Begickv@baycounty.net</u>
4.	Colleen Maillette (D)	3123 Kirkwood Place , Bay City, MI 48706	989-798-2412 <u>Maillettec@baycounty.net</u>
5.	Thomas M. Herek (D)	1606 - 30 th , Bay City, MI 48708	989-415-9389 <u>Herekt@baycounty.net</u>
6.	Kaysey L. Radtke (D)	901 Wells Court, Bay City, MI 48708	989-415-5241 <u>Radtkek@baycounty.net</u>
7.	Dennis R. Poirier (R)	1265 Orchard Rd, Essexville, MI 48732	989-450-0150 <u>Poirierd@baycounty.net</u>

2024 BOARD OFFICERS:

Vaughn J. Begick, Chair

Thomas M. Herek, Vice Chair

Dennis R. Poirier, Sergeant At Arms

Board Parliamentarian - Corporation Counsel

BAY COUNTY BOARD OF COMMISSIONERS

2024 COMMITTEE ASSIGNMENTS

COMMITTEE OF THE WHOLE

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

AGENDA DEADLINE:

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

**NOTE: AGENDA ITEMS
TO BE SUBMITTED
ELECTRONICALLY**

COMMITTEE MEMBERS

Tim Banaszak, Committee Chair
Kaysey L. Radtke, Committee V. Chair
Kathy Niemiec
Colleen Maillette
Thomas M. Herek
Dennis R. Poirier
Vaughn J. Begick, Ex Officio

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 Vacancies/New Positions:
Full Time
Part Time
Temporary
Contractual
Seasonal
Department of Public Defender
Juvenile Home
Health Department (All Divisions)
Stormwater Authority

Millages/Programs:
Division on Aging
Gypsy Moth Suppression
Programs
Mosquito Control
Medical Care Facility
Library
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 the month @ 1:30 P.M. at MBS Airport

MBS INTERNATIONAL AIRPORT

VAUGHN J. BEGICK
KATHY NIEMIEC
DENNIS R. POIRIER

ANIMAL CONTROL TASK FORCE

KAYSEY L. RADTKE

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

COLLEEN MAILLETTE

**BAY COUNTY LOCAL
EMERGENCY PLANNING
COMMITTEE**

Meets the 4th Thursday of the 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

KAYSEY L. RADTKE

**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)

TIM BANASZAK
COLLEEN MAILLETTE

DRAIN BOARD

Bangor Drain Board meets 2nd Tuesday of the month at 3:15 P.M.

Hampton Drain Board meets 3rd Tuesday of the month @

BANGOR AND HAMPTON
DRAINS

THOMAS M. HEREK
(Designee of the Board Chair)
KAYSEY L. RADTKE
(Designee of Ways & Means
Chair)

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

FOOD SERVICE ADVISORY BOARD

Meets when necessary

VAUGHN J. BEGICK

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.

COLLEEN MAILLETTE

LAND BANK AUTHORITY

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

*THOMAS M. HEREK
*COLLEEN MAILLETTE
*Serve while in office

MICHIGAN WORKS! CONSORTIUM BOARD

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

VAUGHN J. BEGICK
THOMAS M. HEREK
DENNIS R. POIRIER

MID MICHIGAN COMMUNITY ACTION AGENCY

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

KATHY NIEMIEC

REGION VII AREA AGENCY ON AGING

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

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

RETIREMENT BOARD

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

VAUGHN J. BEGICK
THOMAS M. HEREK
(Designee of the Ways & Means Chair)

SANITARY CODE APPEALS BOARD

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

COLLEEN MAILLETTE
TIM BANASZAK
RONALD CAMPBELL
(TOWNSHIP)

STORMWATER AUTHORITY
Meets when required

DENNIS R. POIRIER

9-1-1 BOARD
Meets 3rd Thursday of the
month @ 9:11 A.M. in the 911
Conference Room

TIM BANASZAK

NOTE: EXCEPT AS OTHERWISE NOTED, ALL TERMS ARE FOR THE YEAR 2024.

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

SCHEDULE OF 2024 MEETINGS OF
THE BAY COUNTY BOARD OF COMMISSIONERS

VAUGHN J. BEGICK, CHAIR
THOMAS M. HEREK, VICE CHAIR

WEDNESDAY, JANUARY 3, 2024 (ORGANIZATIONAL) @ 4:00 P.M.

TUESDAY, JANUARY 16, 2024
TUESDAY, FEBRUARY 20, 2024
TUESDAY, MARCH 19, 2024
TUESDAY, APRIL 16, 2024
TUESDAY, APRIL 16, 2024*
TUESDAY, MAY 21, 2024
TUESDAY, JUNE 18, 2024

TUESDAY, JULY 16, 2024
TUESDAY, AUGUST 20, 2024
TUESDAY, SEPTEMBER 17, 2024
TUESDAY, OCTOBER 15, 2024
TUESDAY, OCTOBER 15, 2024**
TUESDAY, NOVEMBER 19, 2024
TUESDAY, DECEMBER 17, 2024

*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 THE 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) 895-4131

**BAY COUNTY BOARD OF COMMISSIONERS
515 CENTER AVENUE, SUITE 405
BAY CITY, MI 48708-5125
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**SCHEDULE OF 2024 MEETINGS OF THE
BAY COUNTY WAYS AND MEANS/PERSONNEL AND HUMAN SERVICES COMMITTEE OF THE
WHOLE**

**TIM BANASZAK, CHAIR
KAYSEY L. RADTKE, VICE CHAIR**

WEDNESDAY, JANUARY 3, 2024 (Organizational & Ways and Means Committee Meeting)
TUESDAY, JANUARY 9, 2024 (Personnel/Human Services Committee Meeting)

TUESDAY, FEBRUARY 6, 2024
TUESDAY, FEBRUARY 13, 2024
TUESDAY, MARCH 5, 2024
TUESDAY, MARCH 12, 2024
TUESDAY, APRIL 2, 2024
TUESDAY, APRIL 9, 2024
TUESDAY, MAY 7, 2024
TUESDAY, MAY 14, 2024
TUESDAY, JUNE 4, 2024
TUESDAY, JUNE 11, 2024
TUESDAY, JULY 2, 2024

TUESDAY, JULY 9, 2024
TUESDAY, AUGUST 6, 2024
TUESDAY, AUGUST 13, 2024
TUESDAY, SEPTEMBER 3, 2024
TUESDAY, SEPTEMBER 10, 2024
TUESDAY, OCTOBER 1, 2024
TUESDAY, OCTOBER 8, 2024
TUESDAY, NOVEMBER 5, 2024
TUESDAY, NOVEMBER 12, 2024
TUESDAY, DECEMBER 3, 2024
TUESDAY, DECEMBER 10, 2024

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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VAUGHN J. BEGICK
CHAIRMAN
3RD DISTRICT

To: Elected Officials/Department Directors/Division Heads

From: Vaughn J. Begick, Chair
Bay County Board of Commissioners

THOMAS M. HEREK
VICE CHAIRMAN
5TH DISTRICT

Date: January 24, 2024

Subject: Process for Submitting Committee and Board Agenda Items

DENNIS R. POIRIER
SERGEANT AT ARMS
7TH 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

Please note the following change:

Pursuant to a change in Board Rules of the Bay County Board of Commissioners, beginning February 2024, The Committee of the Whole will meet the 1st and 2nd Tuesday of the 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 the month at 4:00 P.M. unless otherwise noted.

COLLEEN MAILLETTE
4TH DISTRICT

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

KAYSEY L. RADTKE
6TH DISTRICT

When requests are submitted, please be mindful that everything requested may not receive Board approval in entirety. As an 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.

LINDSEY ARSENAULT
BOARD COORDINATOR
(989) 895-4136
Arsenaultl@baycounty.net

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.

Requests for funding, grant applications, new positions, and for 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 to confirm the need for funding. Requests should include purpose/need for funding and why funding was not included in the current budget, as well as 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, Requests for Quotations, 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 channeled 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 the Committee of the Whole for consideration. 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), 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 2024 Committee Assignment designations.

However, it's 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 the agreement/contract/grant/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 part of this packet. **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.

Matter submissions should include all related correspondence, documents, terms, and non-County party contact information. With the request, please inform Corporation Counsel of any hard deadlines, which will help the department prioritize and schedule accordingly (please allow at least two weeks for the matter to be reviewed by Corporation Counsel). To submit a matter via email, please email it to Jayson Hoppe (hoppej@baycounty.net).

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. With the Ricoh copiers and scanning capabilities, all departments should be able to conform to this process. Hard copy agenda items will not be accepted. Should any department have difficulties with 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.baycounty-mi.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 on the above, please do not hesitate to contact the Board Coordinator at (989) 895-4136 at your convenience. We appreciate your cooperation and will provide any assistance necessary.

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: _____, 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 from which Commissioners can base their decision.

All requests for a new position must be channeled in writing through the Personnel Director for review and submittal to the Committee.

All requests for funding/appropriations/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.