

Overnight Travel

TO THE HONORABLE CHAIRPERSON AND MEMBERS OF THE GENESEE COUNTY BOARD OF COMMISSIONERS, GENESEE COUNTY, MICHIGAN

LADY AND GENTLEMEN:

BE IT RESOLVED, by this Board of Commissioners of Genesee County, Michigan, that the request by the _____ [department and position of requestor] _____ to approve overnight travel and attendance by _____ [position and name of employee(s) travelling] _____, to the _____ [name of event or seminar] _____ in _____ [place] _____ for the period _____ [dates] _____, costs for said travel to be covered by county funding account no. _____ [account name and #] _____ in the amount of _____ [total cost of travel] _____, is approved (a copy of the memorandum request dated _____ [memo date] _____ and supporting documentation being on file with the official records of the _____ [committee meeting date] _____ meeting of the _____ [committee name] _____ Committee of this Board).

Contract - General Approval

TO THE HONORABLE CHAIRPERSON AND MEMBERS OF THE GENESEE COUNTY BOARD OF COMMISSIONERS, GENESEE COUNTY, MICHIGAN

LADIES AND GENTLEMEN:

BE IT RESOLVED, by this Board of County Commissioners of Genesee County, Michigan, that the request by the _____ [department and position of requestor] _____ to authorize entering into the _____ [name of contract/project] _____ between Genesee County and _____ [name of other contracting party(GC should always be one of the contracting parties)] _____, whereby _____ [shortly indicate what the contracting party will be doing] _____ for the term commencing/through _____ [dates of contract from contract language] _____ at a cost to the County not to exceed _____ [contract amount] _____ to be paid from account no. _____ [account name and #] _____, is approved (a copy of the memorandum request dated _____ [memo date] _____ and supporting documentation being on file with the official records of the _____ [committee meeting date] _____ meeting of the _____ [committee name] _____ Committee of this Board), and the Chairperson of this Board is authorized to execute the contract on behalf of Genesee County.

Grant Acceptance

TO THE HONORABLE CHAIRPERSON AND MEMBERS OF THE GENESEE COUNTY BOARD OF COMMISSIONERS, GENESEE COUNTY, MICHIGAN

LADIES AND GENTLEMEN:

BE IT RESOLVED, by this Board of County Commissioners of Genesee County, Michigan, that the request by the _____[department and position of requestor]_____ to authorize accepting _____[title of grant(s)]_____ grant(s) to fund the _____[program or project the grant supports]_____ from _____[grantor name]_____ in the amount of _____[dollar amount]_____, for the period _____[dates]_____, is approved (a copy of the memorandum request dated _____[memo date]_____ and supporting documentation being on file with the official records of the _____[committee meeting date]_____ meeting of the _____[committee name]_____ Committee of this Board).

Hiring Employees

TO THE HONORABLE CHAIRPERSON AND MEMBERS OF THE GENESEE COUNTY BOARD OF COMMISSIONERS, GENESEE COUNTY, MICHIGAN

LADIES AND GENTLEMEN:

BE IT RESOLVED, that this Board of County Commissioners of Genesee County, Michigan, approves the request by the _____ [department and position of requestor] _____ to authorize establishing, posting, and filling a _____ title of position _____ position, said new position to be fully funded by _____ [name funding source] _____ [with no/with \$ amount of] _____ County appropriation required, is approved (a copy of the memorandum request dated _____ [memo date] _____ and supporting documentation being on file with the official records of the _____ [committee meeting date] _____ meeting of the _____ [committee name] _____ Committee of this Board).

BE IT FURTHER RESOLVED, that this Board ratifies the finding that extenuating circumstances exist supporting waiver of the hiring freeze, and the directive to the Director of Human Resources to have the necessary personnel position number created, as necessary, for said position(s) and to commence the hiring process so that the position may be filled as soon as practicable in accordance with County policy and any applicable collective bargaining agreement.

Grant Application

TO THE HONORABLE CHAIRPERSON AND MEMBERS OF THE GENESEE COUNTY BOARD OF COMMISSIONERS, GENESEE COUNTY, MICHIGAN

LADIES AND GENTLEMEN:

BE IT RESOLVED, by this Board of County Commissioners of Genesee County, Michigan, that the request by the _____ [department and position of requestor] _____ to authorize submitting an application for the _____ [title of grant(s)] _____ grant(s) to fund the _____ [program or project the grant supports] _____ from _____ [grantor name] _____ in the amount of _____ [dollar amount] _____, is approved (a copy of the memorandum request dated _____ [memo date] _____ and supporting documentation being on file with the official records of the _____ [committee meeting date] _____ meeting of the _____ [committee name] _____ Committee of this Board).

Contract Amendment

TO THE HONORABLE CHAIRPERSON AND MEMBERS OF THE GENESEE COUNTY BOARD OF COMMISSIONERS, GENESEE COUNTY, MICHIGAN

LADIES AND GENTLEMEN:

BE IT RESOLVED, by this Board of County Commissioners of Genesee County, Michigan, that the request by the _____[department and position of requestor]_____ to authorize amending the _____[name of contract/project]_____ contract between Genesee County and _____[name of other contracting party(GC should always be one of the contracting parties)]_____, said amendment being necessary to _____[list all reasons and amended terms (i.e. contract extension) as well as any associated costs and account names and numbers funding the amendment (if applicable)]_____, is approved (a copy of the memorandum request dated _____[memo date]_____ and supporting documentation being on file with the official records of the _____[committee meeting date]_____ meeting of the _____[committee name]_____ Committee of this Board), and the Chairperson of this Board is authorized to execute the contract amendment on behalf of Genesee County.

Budget Amendments/Adjustments

TO THE HONORABLE CHAIRPERSON AND MEMBERS OF THE GENESEE COUNTY BOARD OF COMMISSIONERS, GENESEE COUNTY, MICHIGAN

LADIES AND GENTLEMEN:

BE IT RESOLVED, by this Board of County Commissioners of Genesee County, Michigan, that the request by the _____ [department and position of requestor] _____ to authorize [name fund or account] budget line item amendments that will [increase/decrease/etc] the budget, said amendments being detailed in the memorandum request and needed for _____ [short statement of reasoning as well as any associated costs and account names and numbers funding the adjustment (if applicable)] _____, is approved (a copy of the memorandum request dated _____ [memo date] _____ and supporting documentation being on file with the official records of the _____ [committee meeting date] _____ meeting of the _____ [committee name] _____ Committee of this Board), and the Controller is directed, as necessary, to make the line item budget adjustments.

CDBG Transfers

TO THE HONORABLE CHAIRPERSON AND MEMBERS OF THE GENESEE COUNTY BOARD OF COMMISSIONERS, GENESEE COUNTY, MICHIGAN

LADIES AND GENTLEMEN:

WHEREAS, the Director-Coordinator of the Genesee County Metropolitan Planning Commission (“GCMPC”) has requested the following fund transfers within the Community Development Program Funds:

- Transfer \$XXX from ___[budget name]___ Budget (account number) to ___[budget name]___ Budget (account number);**
- Transfer \$XXX from ___[budget name]___ Budget (account number) to ___[budget name]___ Budget (account number);**
- Transfer \$XXX from fund (account number) to decrease ___[budget name]___ Budget; and**
- Transfer \$XXX from fund (account number) to fund (account number) to correct budget transfer in Resolution #XXX.**

NOW THEREFORE, BE IT RESOLVED, by this Board of County Commissioners of Genesee County, Michigan, that, for the reasons explained in the memorandum request, on file with the minutes of the _____[committee meeting date]_____, meeting of the Community and Economic Development Committee, the requested fund transfers and the authorization of the GCMPC to transfer the funds are approved.

Purchasing

To the Honorable Chairperson and members of the Genesee County Board of Commissioners,
Genesee County, Michigan

Ladies and Gentlemen:

WHEREAS, the (title of the department) has requested the Purchasing Department to solicit a bid/proposal for (name of requested goods/services) , in which (number of responses received) bids/proposal were received and evaluated.

NOW, THEREFORE, BE IT RESOLVED, by this Board of County Commissioners of Genesee County, Michigan, that the request by the (title of requestor) to authorize a (number of years) contract between Genesee County and (name of company) , the low/lowest responsive provider, in an amount not to exceed \$XXXXXXXX for (name of requested goods/services) , is approved (a copy of the memorandum request, and supporting documents being on file with the official records of the [date of committee meeting] , meeting of the XXXX Committee of this Board).

BE IT FURTHER RESOLVED, that funding for said will be paid from the following account: (account no.) and the Controller is directed to amend the budget lines associated with this purchase/contract.

NORMAL COMMITTEE ACTION (no roll call vote)

BE IT RESOLVED, by this Board of County Commissioners of Genesee County, Michigan, that the request by...[reso body]...is approved (a copy of...being on file with the official records...).

-Normal committee action is voted on by the Committee (i.e. Gov. Ops) at the committee meeting and approved later by the Board in the Board meeting

EXPEDITED COMMITTEE ACTION (roll call vote)

BE IT RESOLVED, that this Board of County Commissioners of Genesee County, Michigan, ratifies the expedited action taken on [date of committee meeting], by the [insert committee name] Committee of this Board approving the request by... [reso body]... (a copy of...being on file with the official records...).

-Expedited Committee action is approved at the Committee level and ratified later by the Board in the Board meeting

ON AGENDA WITH CONSENT

**(On Agenda with consent of the [committee name] Committee and Board Chairpersons)
[following reso body]**

-Agenda items that skip committee level and go straight to the Board meeting with proper consent