



**MANAGEMENT AND BUDGET COMMITTEE  
THURSDAY, AUGUST 10, 2017 10:30 AM**

**Committee Members: Scott Samuelson, Chair, Nadia Rajsz, Vice Chair,  
Terri Ward, Catherine Owens, Alan Sorensen**

**AGENDA**

**PRESENTATIONS: None**

**DISCUSSIONS:**

- 1. 2017 Quarterly Budget Update**
- 2. 2018 Budget Timeline & Tax Cap Calculation Review**

**RESOLUTIONS:**

**AUDIT – None**

**COUNTY TREASURER –**

- 1. To adopt amendments and revisions to the Sullivan County Investment Policy.**

**GRANTS- None**

**MANAGEMENT AND BUDGET –**

- 2. To modify the 2017 County Budget.**
- 3. To adopt the 2017-2018 Sullivan County Community College Budget.**
- 4. To Apportion Mortgage Tax.**

**PUBLIC COMMENT**

**COMBINED: LEGISLATIVE MEMORANDUM,  
CERTIFICATE OF AVAILABILITY OF FUNDS  
AND RESOLUTION COVER MEMO**

**To:** Sullivan County Legislature

**Fr:** Nancy Buck, Sullivan County Treasurer

**Re:** Request for Consideration of a Resolution:

**Date:** August 3, 2017

**Purpose of Resolution:** [Provide a detailed statement of what the Resolution will accomplish, as well as a justification for approval by the Sullivan County Legislature.]

Resolution to amend and revise the County's Investment Policy  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Is subject of Resolution mandated? Explain:**

\_\_\_\_\_  
\_\_\_\_\_

**Does Resolution require expenditure of funds? Yes \_\_\_ No**

**If "Yes", provide the following information:**

**Amount to be authorized by Resolution: \$** \_\_\_\_\_

**Are funds already budgeted? Yes \_\_\_ No \_\_\_**

**If "Yes" specify appropriation code(s):** \_\_\_\_\_

**If "No", specify proposed source of funds:** \_\_\_\_\_

**Estimated Cost Breakdown by Source:**

<b>County</b>	<b>\$</b> _____	<b>Grant(s)</b>	<b>\$</b> _____
<b>State</b>	<b>\$</b> _____	<b>Other</b>	<b>\$</b> _____
<b>Federal Government</b>	<b>\$</b> _____	<b>(Specify)</b>	_____

**Verified by Budget Office:** Janetmy

**Does Resolution request Authority to Enter into a Contract? Yes \_\_\_ No**

**If "Yes", provide information requested on Pages 2. If "NO", please go straight to Page 3 and acquire all pre-legislative approvals.**

Request for Authority to Enter into Contract with \_\_\_\_\_ of \_\_\_\_\_

Nature of Other Party to Contract: .

Other:

Duration of Contract: From \_\_\_\_\_ To \_\_\_\_\_

Is this a renewal of a prior Contract? Yes \_\_\_ No \_\_\_

If "Yes" provide the following information:

Dates of prior contract(s): From \_\_\_\_\_ To \_\_\_\_\_

Amount authorized by prior contract(s): \_\_\_\_\_

Resolutions authorizing prior contracts (Resolution #s): \_\_\_\_\_

Future Renewal Options if any:

Is Subject of Contract – i.e. – the goods and/or services Mandated? Yes \_\_\_ No \_\_\_

If "Yes" cite the mandate's source; describe how this contract satisfies the requirements:

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If "No" provide other justification for County to enter into this Contract: [County does not have resources in-house, best source of the subject materials, required by grant, etc.]:

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Total Contract Cost for [year or contract period]: (If specific sum is not known state maximum potential cost): \_\_\_\_\_

Efforts made to find Less Costly alternative:

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Efforts made to share costs with another agency or governmental entity:

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Specify Compliance with Procurement Procedures (Bid, Request for Proposal, Quote, etc.)

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Person(s) responsible for monitoring contract (Title): \_\_\_\_\_

**Pre-Legislative Approvals:**

- A. Director of Purchasing: Ayson Sewo Date 8/4/17
- B. Management and Budget: Jan Myer Date 8/4/17
- C. Law Department: [Signature] Date 8/4/17
- D. County Manager: [Signature] Date 8/4/17
- E. Other as Required: Nancy Bueh Date 8/3/17

Vetted in Management and Budget Committee on \_\_\_\_\_

**RESOLUTION NO. \_\_\_\_\_**

**INTRODUCED BY MANAGEMENT AND BUDGET COMMITTEE TO  
ADOPT AMENDMENTS AND REVISIONS TO THE SULLIVAN COUNTY  
INVESTMENT POLICY**

**WHEREAS**, that pursuant to Resolution No. 180-2013 the County of Sullivan adopted its Investment Policy dated February 1, 2013; and

**WHEREAS**, the County Treasurer has determined that Exhibit "A" of Section IV – Designation of Depositories of said Investment Policy, should be amended to add the language underlined below:

Section 212 (3) of the County Law provides that the County Legislature shall designate one or more depositories within the County or in another county within the State, for the deposit of all monies received by the County Treasurer, and specify the maximum dollar limit which may be kept on deposit at any one time in each depository. Said maximum dollar limits shall be exceeded solely for the purpose of unique capital projects; and

**WHEREAS**, the County Treasurer has also determined that Exhibit "A" of Section IV – Designation of Depositories of said Investment Policy, should be further revised to remove "First Niagara Bank" from the list of depositories as First Niagara Bank was acquired by and merged with Key Bank. First Niagara Bank should be replaced with "Wayne Bank", as Wayne Bank now has branches located in Sullivan County. The maximum dollar limit shall remain the same at \$25,000,000.00.

**NOW, THEREFORE, BE IT RESOLVED**, that the proposed amendments and revisions to the County's Investment Policy be and the same are hereby adopted.

**Moved by \_\_\_\_\_,**

**Seconded by \_\_\_\_\_,**

**And adopted on motion \_\_\_\_\_, 2017.**

# SULLIVAN COUNTY INVESTMENT POLICY

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## I - PURPOSE

The purpose of establishing an investment policy is to develop operating principles { which govern investment activity] within the guidelines of current legislation. The investment policy will enable the County to work within these guidelines to formulate investment objectives. The County Treasurer will be guided by the investment policy in managing the short and long term investments of the County's available cash.

## OBJECTIVES

The County's three primary objectives are the preservation of principal (**safety**), the timely maturity of investments [and earnings] (**liquidity**) and competitive interest rates on investments (**yield**). In order of priority, the investment objectives as previously mentioned are as follows:

**SAFETY:** Investing in money market instruments is generally considered to be extremely safe, whether it is short term or long term in nature. Nonetheless, there are differences in safety associated with various securities. Therefore, consideration must be given to safeguard the investment of available funds. Such considerations would include:

1. FDIC coverage
2. Written third party collateral agreements with local Banking Depositories and Primary Dealers
3. Statutory guidelines which govern the types of investments allowed by local municipalities

**LIQUIDITY:** A major concern to the County Treasure is the ability to convert securities into cash to meet all operating requirements that may be reasonably anticipated. Cash flow projections developed for both capital and operational commitments is a basic tool used in the planning and timing of maturing investments to meet anticipated demands.

**YIELD:** Selecting investments that will return to the County the highest possible yield (interest rate) while conforming to the requirements of safety and yield.

# **SULLIVAN COUNTY INVESTMENT POLICY**

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## **II – SCOPE**

The Investment Policy encompasses all moneys that become available for investment and or deposit by the County. The sources of available funds include proceeds from local tax receipts, revenues from State and Federal agencies, sales tax receipts, proceeds from certain bond and note issues, revenues from fiduciary accounts (trust and agency), and other miscellaneous revenues.

## **DELEGATION OF AUTHORITY**

The authority to manage the investment program is granted to the County Treasurer who is the Chief Fiscal Officer of the County; as provided in the Sullivan County Charter. The County Treasurer shall carry out the established written procedures and controls for the operation of the investment program consistent with the County Investment Policy. No person shall engage in an investment transaction except as provided under the terms and conditions of this policy and the procedures established by the Chief Fiscal Officer. The Chief Fiscal Officer shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials.

# SULLIVAN COUNTY INVESTMENT POLICY

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## III STANDARDS OF CARE! PRUDENCE & ETHICS

**Prudence:** in the investment process the Chief Fiscal Officer shall act as a responsible custodian of the public trust and shall avoid any transaction that might impair public confidence to govern effectively. The Chief Fiscal Officer shall act in accordance with written procedures as outlined in the County Investment Policy and exercise due diligence as an investment official. Investments shall be made with judgment and care, under prevailing circumstances, considering the probable safety of County revenues as well as the anticipated income to be derived from investments.

**Ethics:** The Chief Fiscal Officer shall refrain from any personal business activity that could conflict with proper execution of the investment program, or which could impair the ability to make impartial investment decisions.

## INTERNAL CONTROLS

The County Treasurer is responsible for establishing and maintaining an internal control structure to provide reasonable assurance that deposits and investments are safeguarded against loss from unauthorized use or disposition, that transactions are executed in accordance with appropriate discretion and recorded properly, and are managed in compliance with applicable laws and regulations governing public funds.



# SULLIVAN COUNTY INVESTMENT POLICY

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## IV – DESIGNATION OF DEPOSITORIES

**Authorized Financial Dealer and Institution:** Section 10 of New York State General Municipal Law requires the Sullivan County Legislature to designate one or more banks to secure the deposits of County funds and investments.

### Exhibit A

Section 212 (3) of the County Law provides that the County Legislature shall designate one or more depositories within the County or in another county within the State, for the deposit of all monies received by the County Treasurer, and specify the maximum dollar limit which may be kept on deposit at any one time in each depository. Said maximum dollar limits shall be exceeded solely for the purpose of unique capital projects.

DEPOSITORY NAME	MAXIMUM
Provident Bank	\$25,000,000.
First National Bank of Jeffersonville	25,000,000.
Key Bank	50,000,000.
<u>Wayne Bank</u>	25,000,000.
Catskill Hudson Bank	25,000,000.
M&T Bank	50,000,000.
TD Bank	25,000,000.
Chase Bank	50,000,000.
Citizens Bank	25,000,000.

# SULLIVAN COUNTY INVESTMENT POLICY

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## V- COLLATERALIZING DEPOSITS

In accordance with the provisions of General Municipal Law, Section 10, all deposits of Sullivan County including certificates of deposit and special time deposits, in excess of the amount insured under the provisions of the Federal Deposit Insurance Act shall be secured by the following alternatives:

1. By a pledge of “eligible securities” with an aggregate “market value”, equal to the aggregate amount of deposits from the categories designated to the policy.
2. An irrevocable **letter of credit** issued in favor of the County for a term not to exceed ninety days by a bank (other than the bank with which the money is being deposited or invested) whose commercial paper and other unsecured short-term debt obligations ( or, in the case of a bank which is the principal subsidiary of a holding company, whose holding company’s commercial paper and other unsecured short-term debt obligations) are rated in one of the three highest rating categories (based on the credit of such bank or holding company) by at least one nationally recognized statistical rating organization or by a bank (other than the bank with which the money is being deposited or invested) that is in compliance with applicable federal minimum risk-based capital requirements. A letter of credit must be 102% of deposit plus interest.
3. A **Surety Bond** payable to the County for an amount at least equal to 100% of the aggregate amount of deposits and the agreed upon interest, if any, executed by an insurance company authorized to do business in New York State, whose claims-paying ability is rated in the highest category by at least two nationally recognized statistical rating organizations.

# SULLIVAN COUNTY INVESTMENT POLICY

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## VI – PERMITTED INVESTMENTS

Section 11 of General Municipal Law expressly authorizes the Chief Fiscal Officer to invest moneys not required for immediate expenditure for terms not to exceed its projected cash flow requirements in the following types of investments:

1. Special time deposit accounts in an authorized banking depository or trust company secured in the same manner prescribed by General Municipal Law, Section 10.
2. Obligations of the United States of America
3. Obligations guaranteed by agencies of the United States of America where the payment of principal and interest are guaranteed by the United States of America.
4. Obligations of the State of New York
5. Obligations issued pursuant to Local Finance Law Section 24 or 25 (RANS & TANS) of other municipalities, school districts or district corporation other than the County of Sullivan (with approval of the State Comptrollers Office).
6. Obligations of public benefit corporations; public housing authorities, urban renewal agencies and industrial development agencies.
7. Certificates of Deposit.

Two other types of investments are also permitted:

1. **Repurchase Agreements** are authorized subject to the following restrictions:
  - A. Repurchase Agreements must be entered into subject to a master repurchase agreement. (aka – PSA agreement)
  - B. No substitution of securities will be allowed
  - C. Securities owned by the County must be held by a 3<sup>rd</sup> party bank or trust company, acting as a custodian for the securities.
  - D. The custodian shall be a party other than the trading partner.
  - E. Obligations shall be limited to obligations of the USA and obligations guaranteed by agencies of the United States of America.
2. **Cooperative investments (CLASS and Public Financial Management/NYLAF** , subject to a written agreement

All investment obligations shall be redeemable on respective maturity dates as determined by the County Treasurer to meet expenditures for purposes for which the moneys were provided.

# SULLIVAN COUNTY INVESTMENT POLICY

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## VII – SAFEKEEPING AND COLLATERALIZATION

General Municipal Law, Section 10, requires that all securities pledged to secure deposits be held by a Third Party Bank or Trust Company and be held pursuant to a written Custodial Agreement. The custodial agreement must acknowledge all the necessary provisions in order to provide the County with a perfected security interest, which includes the following:

1. The custodial agreement shall contain a security provision, which would provide that the collateral is being pledged by the bank or trust company as security for the public deposits. It shall also provide the conditions under which the securities may be sold, presented for payment, substituted or released and the events that will enable the local government to exercise its rights against the pledged securities.
2. The securities held by the authorized bank or trust company as agent of and custodian for the County, will be placed separate and apart from the general assets of the custodial bank or trust company, and will not, in any circumstances, be commingled with or become part of the security for any other deposits or obligations.
3. The custodian shall confirm the receipt, substitution or release of the securities held on behalf of the County.
4. The types of collateral used to secure County deposits must be in accordance with the most current legislation authorizing various types of collateral, and approved by the County
5. The County requires a margin of maintenance of 102% of the uninsured portion of deposits collateralized.
6. The County prefers written consent on part of the County Treasurer for release and substitution of securities affecting the County's custodial account.
7. The County requires a monthly update on third party collateral security.
8. The County requires that there be no sub-custodian.
9. The Custodian Bank must be a member of the Federal Reserve Bank.

**RESOLUTION NO. INTRODUCED BY MANAGEMENT AND BUDGET  
COMMITTEE TO MODIFY THE 2017 COUNTY BUDGET**

**WHEREAS**, the County of Sullivan Budget requires modification,

**NOW, THEREFORE, BE IT RESOLVED**, that the attached budgetary transfers for 2017 be authorized.

**Moved by:**

**Seconded by:**

July 2017 Budget Modifications ( Resolution)  
 Modifications to the 2017 Sullivan County Budget

G/L Account	Revenue	Revenue	Appropriation	Appropriation
	Increase	Decrease	Increase	Decrease
A-1341-46-4609 - MISC SERV/EXP SPECIAL SERV/OTHER				
A-1341-R3089-R167 - ST AID GEN GOV DEPARTMENTAL AID	2,500		2,500	
A-1989-99-47-4734 - DEPT BOND/NOTE EXPENSE				
A-1989-99-47-4736 - DEPT CONTINGENT			2,500	2,500
A-1989-99-47-4736 - DEPT CONTINGENT				60,000
A-3150-47-4751 - DEPT PRISONER HOUSING			60,000	
A-4050-45-4501 - SPEC DEPT SUPPLY SPEC DEPT SUPPLY MISC/OTHER			3,000	
A-4050-47-4774 - DEPT PUBLIC HEALTH EDUCATION			2,000	
A-4050-R4401-R167 - FED AID PUBLIC HEALTH DEPARTMENTAL AID	5,000			
A-6293-R4789-R253 - FED AID OTHR ECONOMIC ASSIST NURSING OPPORTUNITY	53,559	53,559		
A-6293-R4790-R167 - FED AID JOB TRAINING DEPARTMENTAL AID				
<b>General Fund Total</b>	<b>61,059</b>	<b>53,559</b>	<b>70,000</b>	<b>62,500</b>

**RESOLUTION INTRODUCED BY MANAGEMENT & BUDGET COMMITTEE TO  
ADOPT THE 2017-2018 SULLIVAN COUNTY COMMUNITY COLLEGE BUDGET**

**WHEREAS**, the Sullivan County Community College Board of Trustees has filed its 2017-2018 Operating Budget with the Sullivan County Legislature, and

**WHEREAS**, the proposed Budget for 2017-2018 has appropriations in the amount of \$18,380,096 with the County's share to be raised by tax revenue in the amount of \$4,250,000 for the purposes of the Operating Budget and \$50,000 for County Employee Tuition; and

**NOW THEREFORE BE IT RESOLVED**, that the 2017-2018 Operating Budget be approved in the amount of \$18,380,096 and the County's share to be levied and assessed against the taxable real property of Sullivan County on the 2018 tax rolls at \$4,250,000 for the purposes of the Operating Budget and \$50,000 for County Employee Tuition.

**COMBINED: LEGISLATIVE MEMORANDUM,  
CERTIFICATE OF AVAILABILITY OF FUNDS  
AND RESOLUTION COVER MEMO**

**To:** Sullivan County Legislature

**Fr:** Joshua Potosek, County Manager

**Re:** Request for Consideration of a Resolution: To adopt the SCCC Budget 2017-2018

**Date:** July 19, 2017

**Purpose of Resolution:** [Provide a detailed statement of what the Resolution will accomplish, as well as a justification for approval by the Sullivan County Legislature.]

TO ADOPT THE 2017-2018 SULLIVAN COUNTY COMMUNITY COLLEGE BUDGET

**Is subject of Resolution mandated? Explain:**

no

**Does Resolution require expenditure of funds? Yes  No**

**If "Yes", provide the following information:**

Amount to be authorized by Resolution: \$ 4,300,000.00

Are funds already budgeted? Yes  No

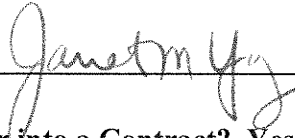
If "Yes" specify appropriation code(s): A2495-46-4605

If "No", specify proposed source of funds: \_\_\_\_\_

**Estimated Cost Breakdown by Source:**

County	\$ <u>4,300,000.00</u>	Grant(s)	\$ _____
State	\$ _____	Other	\$ _____
Federal Government	\$ _____	(Specify)	_____

**Verified by Budget Office:** \_\_\_\_\_



**Does Resolution request Authority to Enter into a Contract? Yes  No**

If "Yes", provide information requested on Pages 2. If "NO", please go straight to Page 3 and acquire all pre-legislative approvals.



Request for Authority to Enter into Contract with [ \_\_\_\_\_ ] of  
[ \_\_\_\_\_ ]

Nature of Other Party to Contract: .

Other:

Duration of Contract: From \_\_\_\_\_ To \_\_\_\_\_

Is this a renewal of a prior Contract? Yes \_\_\_ No \_\_\_

If "Yes" provide the following information:

Dates of prior contract(s): From \_\_\_\_\_ To \_\_\_\_\_

Amount authorized by prior contract(s): \_\_\_\_\_

Resolutions authorizing prior contracts (Resolution #s): \_\_\_\_\_

Future Renewal Options if any:

Is Subject of Contract – i.e. – the goods and/or services Mandated? Yes \_\_\_ No \_\_\_

If "Yes" cite the mandate's source; describe how this contract satisfies the requirements:

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If "No" provide other justification for County to enter into this Contract: [County does not have resources in-house, best source of the subject materials, required by grant, etc.]:

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Total Contract Cost for [year or contract period]: (If specific sum is not known state maximum potential cost): \_\_\_\_\_

Efforts made to find Less Costly alternative:

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Efforts made to share costs with another agency or governmental entity:

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Specify Compliance with Procurement Procedures (Bid, Request for Proposal, Quote, etc.)

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Person(s) responsible for monitoring contract (Title): \_\_\_\_\_

**Pre-Legislative Approvals:**

- A. Director of Purchasing: Amyson Lewis Date 7/31/17
- B. Management and Budget: Janet Myers Date 7/31/17
- C. Law Department: [Signature] Date 8/1/17
- D. County Manager: [Signature] Date 8/1/17
- E. Other as Required: \_\_\_\_\_ Date \_\_\_\_\_

Vetted in Government Services Committee on 08/03/2017

**RESOLUTION NO.                    INTRODUCED BY MANAGEMENT AND BUDGET COMMITTEE  
TO APPORTION MORTGAGE TAX**

**WHEREAS**, Section 261 of the Tax Law of the State of New York requires apportionment of the mortgage tax, and

**WHEREAS**, the County Clerk and the County Treasurer have submitted a quarterly report, for the period of April 2017 to June 2017, to the Clerk of the Legislature, and

**WHEREAS**, The County Legislature has apportioned, among the various towns and incorporated villages of the County of Sullivan, the equitable share of the mortgage tax;

**NOW, THEREFORE, BE IT RESOLVED**, that the County Treasurer draw checks for each of the towns and villages the quarterly mortgage tax so apportioned, as follows:

<b>TOWNS</b>	
Bethel	26,229.92
Callicoon	20,446.58
Cochecton	4,639.64
Delaware	6,399.38
Fallsburg	43,725.60
Forestburgh	7,502.70
Fremont	9,656.02
Highland	12,104.38
Liberty	20,569.54
Lumberland	7,905.40
Mamakating	42,324.19
Neversink	16,187.55
Rockland	6,747.78
Thompson	35,989.67
Tusten	10,813.65

<b>VILLAGES</b>	
Bloomingburg	1,106.93
Jeffersonville	1,301.02
Liberty	3,722.65
Monticello	4,096.69
Woodridge	1,525.63
Wurtsboro	1,766.83

<b>TOTAL</b>	<b>284,761.75</b>
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Moved by  
adopted on motion

seconded by

declared duly

**COMBINED: LEGISLATIVE MEMORANDUM,  
CERTIFICATE OF AVAILABILITY OF FUNDS  
AND RESOLUTION COVER MEMO**

**To:** Sullivan County Legislature

**Fr:** Sullivan County Clerk

**Re:** Request for Consideration of a Resolution: To apportion the Mortgage Tax

**Date:** 8/3/2017

**Purpose of Resolution:** [Provide a detailed statement of what the Resolution will accomplish, as well as a justification for approval by the Sullivan County Legislature.]

Distribute the mortgage tax collected from 4/1/17-6/30/17 to the various Towns and Villages.

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**Is subject of Resolution mandated? Explain:**

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**Does Resolution require expenditure of funds? Yes \_\_\_ No**

**If "Yes, provide the following information:**

**Amount to be authorized by Resolution: \$** \_\_\_\_\_

**Are funds already budgeted? Yes \_\_\_ No \_\_\_**

**If "Yes" specify appropriation code(s):** \_\_\_\_\_

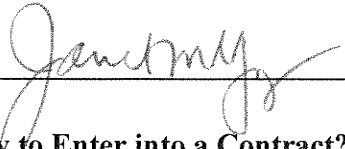
**If "No", specify proposed source of funds:** \_\_\_\_\_

**Estimated Cost Breakdown by Source:**

**County**                      \$ \_\_\_\_\_                      **Grant(s)**                      \$ \_\_\_\_\_

**State**                         \$ \_\_\_\_\_                      **Other**                         \$ \_\_\_\_\_

**Federal Government** \$ \_\_\_\_\_                      **(Specify)** \_\_\_\_\_

**Verified by Budget Office:** \_\_\_\_\_ 

**Does Resolution request Authority to Enter into a Contract? Yes \_\_\_ No**

**If "Yes", provide information requested on Pages 2. If "NO", please go straight to Page 3 and acquire all pre-legislative approvals.**

Request for Authority to Enter into Contract with [ \_\_\_\_\_ ] of  
[ \_\_\_\_\_ ]

Nature of Other Party to Contract: ·

Other:

Duration of Contract: From \_\_\_\_\_ To \_\_\_\_\_

Is this a renewal of a prior Contract? Yes \_\_\_ No \_\_\_\_\_

If "Yes" provide the following information:

Dates of prior contract(s): From \_\_\_\_\_ To \_\_\_\_\_

Amount authorized by prior contract(s): \_\_\_\_\_

Resolutions authorizing prior contracts (Resolution #s): \_\_\_\_\_

Future Renewal Options if any:

Is Subject of Contract – i.e. – the goods and/or services Mandated? Yes \_\_\_ No \_\_\_

If "Yes" cite the mandate's source; describe how this contract satisfies the requirements:

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If "No" provide other justification for County to enter into this Contract: [County does not have resources in-house, best source of the subject materials, required by grant, etc.]:

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Total Contract Cost for [year or contract period]: (If specific sum is not known state maximum potential cost): \_\_\_\_\_

Efforts made to find Less Costly alternative:

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Efforts made to share costs with another agency or governmental entity:

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Specify Compliance with Procurement Procedures (Bid, Request for Proposal, Quote, etc.)

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Person(s) responsible for monitoring contract (Title): \_\_\_\_\_

Pre-Legislative Approvals:

- A. Director of Purchasing: Austen Sewer Date 8/4/17
- B. Management and Budget: Janet Myers Date 8/3/17
- C. Law Department: [Signature] Date 8/4/17
- D. County Manager: [Signature] Date 8/4/17
- E. Other as Required: Wendell L. Briggs Date 8/3/17

Vetted in \_\_\_\_\_ Committee on \_\_\_\_\_