Project Selection Process

Anytime prior to budget

Council Office sends out project submittal form

October 15th

Forms Due to Council Office

October 20th

Selected Projects due from Council Office to Analyst

Budget Adoption

Analyst will compile projects into an amendment to be adopted with the budget.

Submitted forms

Analyst will review submitted project forms for completion and initial eligibility check.

Failure to submit project.

- 1. Analyst will follow up with office to verify they don't have a project(s) for submittal.
- 2. Analyst will work with the department to identify a county project in their district to put the money towards

Incomplete/Ineligible project forms

Incomplete forms or projects that don't pass the initial eligibility check will be returned to Council Office, who will be responsible for communicating with the entity and selecting an alternative project

Agreement Execution Process

Analyst

After budget adoption, obtain insurance forms from selected entities

Analyst

Create project packet and send to Department

Department

At this stage, the department will take over communications with the entity and development/execution of agreements.

AGREEMENTS FULLY EXECUTED

Agreements Needing Further Council Action

Contracts over \$50k included in our CIP (approval by Motion)

Contracts for projects in the entities CIP, and *not* in ours (approval by Ordinance

Agreements that can be approved by Exec

Contracts for \$50k or less, that are included in the County's CIP