

## **82- NON-BOARD APPROVED PROJECTS**

### **A. PURPOSE**

Periodically, a staff member may be asked to perform a project not listed in the approved budget nor on a Board of County Commissioner's approved Capital Improvement Program or master plan. Such a project will be labeled as a NON-APPROVED PROJECT for purposes of this policy. The purpose of the policy is to provide consistent documentation and approval for NON-APPROVED PROJECT(S) as well as establish appropriate levels of approval for the project(s) This County Manager Policy establishes the methodology for approval for such a project.

### **B. PROJECTS THAT ARE \$10,000 OR LESS**

If a request is made for a NON-APPROVED PROJECT by the public, county staff, or a County Commissioner(s) and the total cost excluding staff time is \$10,000 or less plus is deemed in the benefit of the public and organization by the Department Director, the project is deemed approved by the nature of the low cost and may commence without further approval.

### **C. PROJECTS THAT ARE GREATER THAN \$10,000**

If a request is made for a NON-APPROVED PROJECT by the public, county staff, or a County Commissioner(s) with the total cost excluding staff time exceeds \$10,000 and is deemed in the benefit of the public and the organization by the Department Director, staff must advise the District Commissioner and receive their support or opposition for the project.

If the NON-APPROVED PROJECT has the support of the District Commissioner, a consent item on the subsequent meeting of the Board of County Commissioners shall be created. This consent item shall include but not be limited to the following:

- i. Detailed description of the project,
- ii. Estimated financial impact of the project,
- iii. Funding source,
- iv. Budget impact,
- v. Project schedule,
- vi. Request for approval from the Board to proceed with the project.

Once Board approval is obtained, project implementation can commence.

If the NON-APPROVED PROJECT does not have the support of the District Commissioner, the requesting employee shall advise the County Manager's Office of the project and the lack of District Commissioner support and await direction.