

Process Outline

Process Initiation

County Manager instructs the Department to prepare a draft Initial Assessment and draft Cost-Benefit Analysis

Department has 75 calendar days to produce the draft Initial Assessment and draft Cost-Benefit Analysis

Draft Initial Assessment/Draft Cost-Benefit Analysis

The Department will analyze the Property's suitability to serve as a County park

The Department will identify an estimated range of expenses to improve and manage the Property as a County park

The Department shall present the draft Initial Assessment and draft Cost-Benefit Analysis to the County Manager for consideration and direction

First Presentation to the Board

*Upon direction from the County Manager, the Department will present the draft Initial Assessment, draft Cost-Benefit Analysis, and a recommendation to the Board in Closed Session

The Board determines if it would like to proceed with a transaction, and in what manner

Acquisition

Property Investigations

- The Department will conduct a detailed site visit to better understand the Property's condition and what technical investigations are required for due diligence

Update Initial Assessment and Cost-Benefit Analysis

- The Department will have the necessary technical investigations completed, and update the draft Initial Assessment and draft Cost-Benefit Analysis accordingly

Department Presents Findings

- The Department will prepare a memo containing information regarding the Property's Condition, Opportunities and Constraints, updated Cost-Benefit Analysis, and a recommendation

County Manager Consideration

The Department will present the memo, including a recommendation, to the County Manager for consideration. County Manager will advise on next steps.

Presentation to the Parks Commission and Board

*Should the County Manager direct, the Department will present the memo and recommendation to the Parks Commission and Board for consideration

Management

Formation of an Ad Hoc Committee

- Should the Board desire for the County to manage the Property, the Board will create an Ad Hoc Committee to consider the matter (must occur in Open Session)

Site Visit and Update of Initial Assessment/Cost-Benefit Analysis

- Prior to the first Ad Hoc Committee meeting, the Department will conduct a detailed site visit, scope possible management responsibilities, and update the draft Initial Assessment and draft Cost-Benefit Analysis accordingly

Presentation to Ad Hoc Committee

- The Department will present the updated Initial Assessment and Cost-Benefit Analysis, and a recommendation to the Ad Hoc Committee for consideration. If the Ad Hoc Committee rejects the recommendation, the matter shall be considered closed. Should the Ad Hoc Committee approve the recommendation or a variation thereof, it will be presented to the Parks Commission and Board for consideration

Presentation to Parks Commission and Board

The Department will present the recommendation adopted by the Ad Hoc Committee to the Parks Commission and the Board for consideration. Should the Board reject the recommendation, the matter shall be considered closed. Should the Board approve the recommendation, or a variation thereof, the Department will negotiate the License and Management Agreement

Final Board Consideration

The Department shall present the negotiated License and Management Agreement to the Board for final consideration