





MEMORANDUM

Date: December 30, 2025

To: The Honorable Chair and Members
Pima County Board of Supervisors

From: 
County Administrator

Melissa Manriquez 
Clerk of the Board

Re: **Study Sessions**

Introduction

The Board of Supervisors discussed the possibility of holding Study Sessions and in the course of those discussions introduced the idea of holding both Regular Meetings and Study Sessions at times and days of the week other than what has been practice for the past many years. The following provides a summary of the initial issues to be reviewed by the Board and requests the Board provide direction to staff.

Discussion

Study Sessions

It is proposed that the Board of Supervisors hold one Study Session each month immediately preceding one of the two Regular Meetings. During initial conversations about Study Sessions, it was proposed that a third meeting day be established each month at which time Study Sessions would be held. Consensus was, however, that there should not be a third meeting day each month and that Study Sessions be held adjacent to a Regular Meeting.

The purpose is to provide an opportunity for the Board of Supervisors to study issues, gather and analyze information and to discuss specific topics in an informal or more in-depth manner. Items may range from specific projects, to upcoming legislation, to regular reports. Reports that will be moved from the Regular Agenda and provided during Study Sessions include:

- Board of Supervisors Representative Updates on Boards, Committees and Commissions and Any Other Municipalities.
- Monthly Financial Update
- Pima County Climate Action Update
- Update on County Initiatives to Address Homelessness and Public Safety
- Update on Federal and State Executive, Legislative and Judicial Actions that Affect Pima County.

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Any member of the Board of Supervisors or the County Administrator may request specific items be put on the Study Session agenda for a more in-depth discussion. Study Sessions will be open to the public and may allow for public comment.

Items for consideration at Study Sessions can be placed on the Study Session Agenda in accordance with Board of Supervisors Policy No. C2.5 and Administrative Procedure No. 4-1.

The Board of Supervisors should establish the start time of the Study Session based on the estimated length of time for each item to be considered.

Time of Day of Regular Meetings (and Study Sessions)

Members of the Board of Supervisors have, from time to time, expressed a desire to change the time of day at which Regular Meetings (and, if the Board determines they are to be held, Study Sessions) may be held. There could be at least one meeting in the evening each month. Meetings could alternate – one each month in the morning at the current time and the other in the late afternoon/evening time – although this might be confusing for the public to determine the start time.

The additional cost to the County of evening meetings is estimated to be:

- Clerk of the Board - Staff (2) at \$32 per hour after 5 pm
- Parking and security related to parking - additional \$300 per meeting
- Security – additional \$150 to \$200 per meeting.

It should be noted that the item that was continued by the Board of Supervisors deals only with Study Sessions. The Board has approved the meeting dates for the period of January 2026 through June 2026 and has noted a start time of 9:00 am. Should the Board of Supervisors wish to change the time of day of the Regular Meetings, a separate item will need to be placed on the Board of Supervisors to amend the schedule.

Day of the Week of Regular Meetings and Study Sessions

Pima County Code 2.04.020 Meetings states - *Meetings of the board shall be held every Tuesday except the fifth of the month, unless otherwise determined by the board. Such meetings shall take place in the county government complex unless otherwise noticed to the public.* The Board of Supervisors may by a majority vote change the meeting date.

Some Supervisors have suggested that the regular meeting day of the Board of Supervisors not be Tuesdays. While it is believed that it would be less confusing to the public if the meetings were consistent on the same day of the week, there is less consensus regarding the day of the week the Board should meet although the majority believe it should be on either Tuesdays or Wednesdays.

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Currently, Meetings of the Board of Supervisors are broadcast on Cox Cable 96 on Tuesdays at 9 am. If the date and/or time of the meetings changes, channel available to cablecast the meetings may not be possible, should Cox already have committed that time and date to other programs.

There is some concern that if the Board meets on Tuesdays in the late afternoon or evening, which is when meetings are held by the City of Tucson, a strain could be placed on parking garages and public transportation.

It should be noted that Board Policy C 2.5 and Administrative Procedure 4-1 delineate the procedures and timelines to develop the Agenda and Addendum Agendas. Should the date of the meetings change, these policies and procedures will need to be revised.

Recommendation

It is recommended that the Board of Supervisors provide staff direction in the following areas:

1. Study Sessions
 - A. Should Study Sessions be held once a month?
 - B. Should Study Sessions be held immediately preceding one of the two Regular Meetings?
 - C. Can any member of the Board of Supervisors or the County Administrator request specific items be put on the Study Session agenda?
 - D. Should Study Sessions be open to the public and allow for public comments?
2. Time of Day of Regular Meetings and Study Sessions
 - A. At what time of day should Regular Meetings of the Board of Supervisors be held?
 - B. Should the meeting time be the same for both Regular Meetings?
3. Meeting Day of the Week
 - A. On what day of the week should Regular Meetings and Study Sessions be held?

JKL/MM/anc

c: Carmine DeBonis, Deputy County Administrator
Steve Holmes, Deputy County Administrator