

COB - BOSAIR FORM

08/08/2025 12:59 PM (MST)



Welcome to the Board of Supervisors Agenda Item Report (BOSAIR) Form.

This form is used to submit agenda items for Board of Supervisors consideration, including contracts, awards, grants, amendments, and other official actions.

All fields are required. Enter N/A if not applicable. For number fields, enter 0 if not applicable.

Record Number:

Award Type:

Agenda Item

Requested Board Meeting Date:

09/02/2025

08/08/2025 12:59 PM

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Agenda Item Report

All fields are required. Enter N/A if not applicable. For number fields, enter 0 if not applicable.

Record Number:

Title:

BOARD OF SUPERVISORS AUTHORIZING THE COUNTY ADMINISTRATOR OR
DESIGNEE TO EXECUTE DOCUMENTS

Introduction / Background:

At a regularly scheduled Board of Supervisors meeting held on January 10, 2012 the Board voted on Resolution 2012-4 that gives the County Administrator the authority to execute any such subordinations or releases of restrictive covenants on behalf of Pima County. Additionally, the County Administrator was authorized to appoint a designee to execute these documents on his behalf. Community and Workforce Development did not exist as a department as it does today when this resolution was passed. As the successor department to Community Development and Neighborhood Conservation Department, we request an update to the resolution to authorize the County Administrator to designate the director of Community and Workforce Development as an authorized signer.

Discussion:

The Pima County Community and Workforce Development Department manages certain HUD funded programs that require grant funds be secured by recorded and restrictive covenants. Similarly, the Gap Funding for Affordable Housing Program requires the execution of subordination agreements, and the recording of restrictive covenants. These contracts may, from time to time, require subordination agreements and/or releases from subordination or lien agreements and release of deeds and conveyances.

Conclusion:

These documents often fall within a critical time period to ensure that closings for the purchase or refinancing for affordable housing.

Recommendation:

Since these documents often contain a critical time period to ensure that closings for the purchase or refinancing for affordable housing, and in order to mitigate any negative impact due to time delays, it is recommended that the Director of Community and Workforce Development serve as the County Administrator's designee in order to execute these documents.

Fiscal Impact: No fiscal impact.

Support of Prosperity Initiative: 1. Increase Housing Mobility and Opportunity

Provide information that explains how this activity supports the selected Prosperity Initiative Increase the supply of housing by prioritizing practices and investments that focus on families with children and result in diverse housing types and prices in neighborhoods, ensuring affordable housing options are available throughout Pima County, especially in low poverty areas.

Board of Supervisor District:

- 1
- 2
- 3
- 4
- 5

Department: Community and Workforce Development

Name:
Sofia Blue

Telephone: 520-724-7312

Department Director Signature:  Date: 8/8/25

Deputy County Administrator Signature:  Date: 8/13/2025

County Administrator Signature:  Date: 8/13/2025

RESOLUTION 2025-_____

**RESOLUTION OF THE PIMA COUNTY BOARD OF SUPERVISORS
AUTHORIZING THE COUNTY ADMINISTRATOR OR DESIGNEE TO EXECUTE
DOCUMENTS, INCLUDING, BUT NOT LIMITED TO, SUBORDINATION
AGREEMENTS AND/OR DEEDS OF RELEASE AND RECONVEYANCE,
RELATED TO RESTRICTIVE COVENANTS ON AFFORDABLE HOUSING AND
COMMUNITY DEVELOPMENT TRANSACTIONS FINANCED BY OR
THROUGH PIMA COUNTY.**

The Board of Supervisors of Pima County, Arizona finds:

1. The Community and Workforce Development Department administers several federal and local programs, including the Gap Funding for Affordable Housing and Community Development Block Grant projects, to construct or rehabilitate affordable housing, improve communities, and help low- and moderate-income households purchase or retain affordable housing.
2. The assistance provided under these programs is secured by recorded restrictive covenants.
3. During the term of such restrictions it may be necessary to enter into subordination agreements and/or to release such restrictions via subordination of lien agreements and deeds of release and reconveyance.
4. The execution of any such subordinations or releases of restrictive covenants is time critical to ensure that closings for purchase of or refinancing for affordable housing under County's Affordable Housing Programs are not negatively impacted.
5. There is no significant benefit to retaining such housing related documents in the Pima County Central Contract Repository, because these documents are recorded and readily accessible through the Pima County Recorder.
6. The execution of these documents is administrative in nature.
7. It is deemed to be in the public interest to authorize the County Administrator or designee to execute such documents on behalf of Pima County,
8. In 2012, the Board of Supervisors adopted Resolution 2012-4, authorizing the County Administrator or designee to "execute documents, including, but not limited to, subordination agreements and/or deeds of release and reconveyance, related to restrictive covenants on affordable housing transactions financed by or through Pima County."
9. On January 31, 2012, the County Administrator designated the Deputy County Administrator for Community and Economic Development and Director of Community Development and Neighborhood Conservation Department as designees under Resolution 2012-4.

10. The Community Development and Neighborhood Conservation Department has since merged into Community and Workforce Development.

NOW, THEREFORE, BE IT RESOLVED, that the County Administrator or designee be and is hereby authorized to execute documents, including, but not limited to, subordination agreements and/or deeds of release and reconveyance, related to restrictive covenants on affordable housing transactions financed by or through Pima County,

PASSED, ADOPTED, AND APPROVED by the Board of Supervisors of Pima County, this day of , 2025

PIMA COUNTY BOARD OF SUPERVISORS

Chair, Pima County Board of Supervisors

ATTEST:

APPROVED AS TO FORM:

Clerk of the Board



Kyle Johnson, Deputy County Attorney




PIMA COUNTY

COMMUNITY & WORKFORCE
DEVELOPMENT

MEMORANDUM

Date: August 11, 2025

To: Jan Leshner, County Administrator 

From: Dan Sullivan, Community & Workforce Development Director

RE: Board Designation of Authority to Execute Subordination Agreements

The Pima County Community and Workforce Development Department manages certain HUD funded programs that require grant funds be secured by recorded and restrictive covenants. Similarly, the Gap Funding for Affordable Housing Program requires the execution of subordination agreements, and the recording of restrictive covenants. These contracts may, from time to time, require subordination agreements and/or releases from subordination or lien agreements and release of deeds and conveyances.

At a regularly scheduled Board of Supervisors meeting held on January 10, 2012 the Board voted on Resolution 2012-4 that gives the County Administrator the authority to execute any such subordinations or releases of restrictive covenants on behalf of Pima County. Additionally, the County Administrator was authorized to appoint a designee to execute these documents on his behalf. Community and Workforce Development did not exist as a department as it does today when this resolution was passed. As the successor department to Community Development and Neighborhood Conservation Department, we request an update to the resolution to authorize the County Administrator to designate the director of Community and Workforce Development as an authorized signer.

Since these documents often contain a critical time period to ensure that closings for the purchase or refinancing for affordable housing, and in order to mitigate any negative impact due to time delays, it is recommended that the Director of Community and Workforce Development serve as the County Administrator's designee in order to execute these documents.

Cc: Carmine DeBonis, Jr., Deputy County Administrator
Sofia Blue, Affordable Housing Division Manager
Kyle Johnson, Deputy County Attorney
Terry Galligan, Deputy Director Community and Workforce Development