

Adelita S. Grijalva, District 5

MEMORANDUM

DATE: January 17, 2023

TO: Melissa Manriquez, Clerk of the Board

FROM: Adelita S. Grijalva, District 5 Supervisor

K. Begunell, for

REGARDING: Item for the January 24, 2023 agenda addendum

Please add the following to the January 24, 2023 agenda addendum:

Board of Supervisors

Discussion/Direction/Action. Direct staff to review and update Administrative Procedure 4-1, Board of Supervisors Agenda/Addendum Procedure and BOS Policy C 2.5, Board of Supervisors Agenda/Addendum Policy, in order to provide consistency and transparency for agenda and addendum submissions. (District 5)

Thank you

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nm



ADMINISTRATIVE PROCEDURES

Procedure Number: 4-1

Effective Date: 07/01/1998

Revision Date: 06/01/2020

County Administrator: *C. Dulakberg*

SUBJECT: Board of Supervisors Agenda/Addendum Procedure

DEPARTMENT RESPONSIBLE: All County Departments

I. STATEMENT

To provide the general public and the Board of Supervisors with complete background material(s) and assure uniformity in the submission/placement of agenda/addendum items for Board of Supervisors' Meetings in compliance with the provisions of the Board of Supervisors' Policy, C 2.5.

II. AGENDA PROCEDURE

A. Deadline

Agenda materials are to be submitted to the Clerk of the Board no later than Wednesday, 5:00 p.m., thirteen (13) calendar days prior to the scheduled meeting date adopted by the Board of Supervisors.

B. Review by the County Administrator

1. Deputy County Administrators, direct report Department Directors, and other Appointing Authorities shall submit a completed Board of Supervisors Agenda Item Report (BOS-AIR) (See Section VII) to the County Administrator for all agenda items at least five (5) business days prior to the agenda deadline defined above.

Exceptions to this requirement are administrative consent calendar items, e.g., replacement warrants, precinct committeeman appointments, and department recommendations for appointment to boards, commissions and/or committees.

2. In addition to the BOS-AIR, Deputy County Administrators, direct report Department Directors, and other Appointing Authorities may be directed to provide the documentation that will accompany the BOS Agenda Item Report as the agenda submission to the Clerk.
3. If directed to amend the BOS-AIR, Deputy County Administrators/direct report Department Directors shall submit the finalized amended Report to the County Administrator's Office no later than noon, three (3) business days prior to the agenda deadline defined above.

4. If directed to provide additional information in a memorandum format, Deputy County Administrators/direct report Department Directors shall submit an edited, finalized draft memorandum conforming to the prescribed format (See Section VII) via email to the County Administrator's Office no later than noon, three (3) business days prior to the agenda deadline defined above.
5. Unless otherwise authorized, failure to provide materials to the County Administrator as defined will result in the item being delayed to a future Board meeting date.
6. Approved BOS-AIR will be returned to Deputy County Administrators, direct report Department Directors, and other Appointing Authorities to accompany the agenda submission to the Clerk.
7. Executive Session items will be presented to the County Administrator by the Chief Civil Deputy County Attorney prior to submission to the Clerk of the Board.

C. Agenda Item Requirement - Contracts

An approved BOS-AIR must accompany all contract documents for submission to Procurement.

D. Agenda Item Requirements for Submission to the Clerk of the Board

1. Submissions must contain a hard copy of the following:
 - A BOS-AIR
 - One original document for matters requiring signature (including contracts)
 - Additional background information
 - Evidence of statutory legal advertising or website posting requirement, if applicable
2. Submissions must be accompanied by a single.pdf file, which duplicates the hard copy, emailed to COB_Mail@pima.gov. Exceptions will be addressed on an individual basis. Other specific electronic filing criteria may be established at the request of the Clerk of the Board.
3. Submissions relating to ordinances and resolutions must adhere to the guidelines established in *Procedures for Drafting Pima County Ordinances and Resolutions Manual* available on the Clerk of the Board's webpage.
4. The Clerk of the Board reserves the right to return incomplete/inaccurate agenda items to the submitting department.

E. Posting of the Agenda and Supporting Documentation

1. The agenda is posted pursuant to the Disclosure Statement of the Board of Supervisors and/or the Board of Supervisors sitting as other Boards at the official posting locations in the Pima County Administration Building and on the County Website on the Wednesday, six (6) days prior to the Board of

Supervisors' Meeting. Should a holiday occur, the posting will automatically move back one day.

2. All supporting documentation for agenda items is posted to the Online Agenda if received by the Clerk of the Board before 4:00 p.m., on the day prior to the Board of Supervisors Meeting. Materials received after 4:00 p.m. are distributed via email and posted to the Online Agenda after the Board of Supervisors Meeting.

III. ADDENDUM PROCEDURE

A. Deadline

Addendum materials are to be submitted to the Clerk of the Board no later than Thursday, 5:00 p.m., five (5) calendar days prior to the Board Meeting. Should a holiday occur, the schedule will automatically move back one day.

B. Review by the County Administrator

1. Deputy County Administrators, direct report Department Directors, and other Appointing Authorities shall submit a completed BOS-AIR (See Section VII) to the County Administrator for all addendum items at least four (4) business days prior to the addendum deadline defined above.
2. In addition to the BOS-AIR, Deputy County Administrators, direct report Department Directors, and other Appointing Authorities may be directed to provide the documentation that will accompany the BOS-AIR as the addendum submission to the Clerk.
3. If directed to amend the BOS-AIR, Deputy County Administrators/direct report Department Directors shall submit the finalized amended Report to the County Administrator's Office no later than noon, one (1) business day prior to the addendum deadline defined above.
4. If directed to provide additional information in a memorandum format, Deputy County Administrators/direct report Department Directors shall submit an edited, finalized draft memorandum conforming to the prescribed format (See Section VII) via email to the County Administrator's Office no later than noon, one (1) business day prior to the addendum deadline defined above.
5. Unless otherwise authorized, failure to provide materials to the County Administrator as defined will result in the item being delayed to a future Board meeting date.
6. Approved BOS-AIR will be returned to Deputy County Administrators, direct report Department Directors, and other Appointing Authorities to accompany the addendum submission to the Clerk.

C. Addendum Item Requirement - Contracts

An approved BOS-AIR must accompany all contract documents for submission to Procurement.

D. Addendum Item Requirements for Submission to the Clerk of the Board

1. Matters are placed on an addendum only by a member of the Board of Supervisors or with the express written approval of the County Administrator or his designee.
2. Submissions must contain a hard copy of the following:
 - A BOS-AIR approved by County Administrator or designee.
 - One original document for matters requiring signature (including contracts)
 - Additional background information
 - Evidence of statutory legal advertising or website posting requirement, if applicable
3. Submissions must be accompanied by a single.pdf file, which duplicates the hard copy, emailed to COB_Mail@pima.gov. Exceptions will be addressed on an individual basis. Other specific electronic filing criteria may be established at the request of the Clerk of the Board.
4. Submissions relating to resolutions must adhere to the guidelines established in *Procedures for Drafting Pima County Ordinances and Resolutions Manual* available on the Clerk of the Board's webpage.
6. The Clerk of the Board may place continued items from prior Board of Supervisors meetings on an addendum.
7. Matters which arise after the addendum deadline, with the exception of Executive Session items, require the approval of three (3) members of the Board of Supervisors.

Deputy County Administrators, direct report Department Directors, and other Appointing Authorities will obtain authorization from the County Administrator, or his designee, to seek this approval.

8. The Clerk of the Board reserves the right to return incomplete/inaccurate addendum items to the submitting department.

E. Posting of the Addendum and Supporting Documentation

1. The addendum is posted pursuant to the Board of Supervisors and/or the Board of Supervisors sitting as other Boards Disclosure Statement at the official posting locations in the Pima County Administration Building and on the County Website on the Friday, four (4) calendar days prior to the Board of Supervisors' Meeting. Should a holiday occur, the posting will automatically move back one day.

2. All supporting documentation for addendum items is posted to the Online Agenda if received by the Clerk of the Board before than 4:00 p.m., on the day prior to the Board of Supervisors Meeting. Materials received after 4:00 p.m. are distributed via email and posted to the Online Agenda after the Board of Supervisors Meeting.

IV. ADDITIONAL MATERIAL

All material submitted as a supplement to agenda/addendum items must be labeled to identify who has made the submission.

V. CONTINUANCE OR REMOVAL FROM THE AGENDA

Requests for continuance or removal of agenda items must be made in writing and provide a reason for the request.

VI. BOARD OF SUPERVISORS MEETINGS

Departments are to be represented by their Deputy County Administrator and/or Department Director at all Board of Supervisors' Meetings which contain matters relevant to their areas of responsibility.

VII. FORMS

The BOS-AIR Forms are attached to this procedure for informational purposes only. Departments are to use the electronic forms provided on the main County Intranet Page.

- A. BOS-AIR Form for Contracts/Awards/Grants
- B. BOS-AIR Form for all other matters
- C. Board of Supervisors Memorandum Guidelines

Deputy County Administrators, direct report Department Directors, and other Appointing Authorities shall submit the finalized draft memorandum template to the County Administrator's Office via email in Word.

Reference: Pima County Code Section 2.12.070(G)

Revision History: 4/5/06
4/10/09
6/01/17
6/01/20



BOARD OF SUPERVISORS AGENDA ITEM REPORT
CONTRACTS / AWARDS / GRANTS

Award Contract Grant

Requested Board Meeting Date: _____

* = *Mandatory, information must be provided*

or Procurement Director Award

*Contractor/Vendor Name/Grantor (DBA):

*Project Title/Description:

*Purpose:

*Procurement Method:

*Program Goals/Predicted Outcomes:

*Public Benefit:

*Metrics Available to Measure Performance:

*Retroactive:

Contract / Award Information

Document Type: _____ Department Code: _____ Contract Number (i.e., 15-123): _____
Commencement Date: _____ Termination Date: _____ Prior Contract Number (Synergen/CMS): _____
 Expense Amount: \$* _____ Revenue Amount: \$ _____

***Funding Source(s) required:**

Funding from General Fund? Yes No If Yes \$ _____ % _____

Contract is fully or partially funded with Federal Funds? Yes No

If Yes, is the Contract to a vendor or subrecipient?

Were insurance or indemnity clauses modified? Yes No

If Yes, attach Risk's approval.

Vendor is using a Social Security Number? Yes No

If Yes, attach the required form per Administrative Procedure 22-10.

Amendment / Revised Award Information

Document Type: _____ Department Code: _____ Contract Number (i.e., 15-123): _____
Amendment No.: _____ AMS Version No.: _____
Commencement Date: _____ New Termination Date: _____
Prior Contract No. (Synergen/CMS): _____

Expense or Revenue Increase Decrease Amount This Amendment: \$ _____

Is there revenue included? Yes No If Yes \$ _____

***Funding Source(s) required:**

Funding from General Fund? Yes No If Yes \$ _____ % _____

Grant/Amendment Information (for grants acceptance and awards) Award Amendment

Document Type: _____ Department Code: _____ Grant Number (i.e., 15-123): _____
Commencement Date: _____ Termination Date: _____ Amendment Number: _____
 Match Amount: \$ _____ Revenue Amount: \$ _____

***All Funding Source(s) required:**

*Match funding from General Fund? Yes No If Yes \$ _____ % _____

*Match funding from other sources? Yes No If Yes \$ _____ % _____

*Funding Source: _____

***If Federal funds are received, is funding coming directly from the Federal government or passed through other organization(s)?**

Contact: _____

Department: _____ Telephone: _____

Department Director Signature/Date: _____

Deputy County Administrator Signature/Date: _____

County Administrator Signature/Date: _____
(Required for Board Agenda/Addendum Items)



BOARD OF SUPERVISORS AGENDA ITEM REPORT

Requested Board Meeting Date: _____

Title:

Introduction/Background:

Discussion:

Conclusion:

Recommendation:

Fiscal Impact:

Board of Supervisor District:

1 2 3 4 5 All

Department: _____ Telephone: _____

Contact: _____ Telephone: _____

Department Director Signature/Date: _____

Deputy County Administrator Signature/Date: _____

County Administrator Signature/Date: _____

Page 1
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point. Margins are
fully justified.**

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January 20, 2015

Bold and Center

Ordinance Establishing a Deferred Prosecution Fund and Deferred Prosecution Fees

Background or "Introduction," as appropriate

1"

The Pima County Attorney's Office maintains a Deferred Prosecution Program pursuant to A.R.S. sections 11-361 et seq. That program allows for certain nonviolent offenders to enter into the program as an alternative to prosecution. Upon successful completion of the program, the charges against the offender are dismissed.

1"

In the 2014 legislative session, the Arizona Legislature added a new statute, A.R.S. section 11-363, authorizing the establishment of a Deferred Prosecution Fund consisting of county general fund monies, federal monies, and grants, gifts, devises or donations from any public or private source to be used at the discretion of the County Attorney for the administration of deferred prosecution programs pursuant to A.R.S. sections 11-361 et seq.

The Pima County Attorney is requesting the Board of Supervisors adopt the attached Ordinance No. 2015-_____ to establish the Deferred Prosecution Fund authorized by A.R.S. section 11-363 and adopt deferred prosecution fees pursuant to A.R.S. section 11-251.08 consisting of \$50 per month for felony, domestic violence or repeat offender cases; a \$185 one-time program fee for possession of marijuana cases; and a one-time program fee of \$80 for all other first-time offender, non-domestic violence misdemeanor cases.

These fees will be assessed against participants in the Deferred Prosecution Program and deposited into the Deferred Prosecution Fund to offset, in part, the costs of administering the Pima County Attorney's Office Deferred Prosecution Program. The proposed ordinance will also authorize the Pima County Attorney to assess the deferred prosecution fees and to direct, control and administer the Deferred Prosecution Fund to support the Pima County Attorney's Office Deferred Prosecution Program.

Benefits Use additional headings as needed for clarity

The Deferred Prosecution Program provides an opportunity for those charged with a crime to defer prosecution by meeting certain terms and conditions of deferral and then having the charges or violations of law dismissed by the County Attorney.

The Ordinance will reduce the overall cost of administering the criminal justice system by the County. The County Attorney will not have to incur the costs associated with prosecution; and more costly elements such as criminal defense, a trial and, if found guilty,

1"

a sentence resulting in confinement at the Pima County Adult Detention Center. There is an opportunity to realize significant cost savings as a result of implementation of this ordinance.

Recommendation **All Board Memoranda must include a recommendation**

I recommend the Board of Supervisors adopt Ordinance No. 2015-_____ to establish the Deferred Prosecution Fund authorized by A.R.S. section 11-363 and adopt deferred prosecution fees pursuant to A.R.S. section 11-251.08 consisting of \$50 per month for felony, domestic violence or repeat offender cases; a \$185 one-time program fee for possession of marijuana cases; and a one-time program fee of \$80 for all other first-time offender, non-domestic violence misdemeanor cases.

Respectfully submitted,

C.H. Huckelberry
County Administrator

CHH/anc – January 8, 2015

Attachment(s)

- c: (Identify appropriate recipient), County Attorney
- (Identify appropriate recipient), Chief Civil Deputy County Attorney
- (Identify appropriate recipient), Deputy County Attorney

←
Recommendation should be very specific regarding Board action requested.

←
Date the memorandum is actually issued

←
Previously used acronyms should always be spelled out in the recommendation.

←
If applicable. County Administration should receive pdf files of all attachments.



PIMA COUNTY, ARIZONA BOARD OF SUPERVISORS POLICY

<u>Subject:</u> Board of Supervisors Agenda/Addendum Policy	Policy Number	Page
	C 2.5	Page 1 of 2

PURPOSE

To describe the process for placing items on the Board of Supervisors' Meeting Agenda and/or Addendum.

BACKGROUND

In 1997, the Board of Supervisors accepted the recommendations of the Agenda/Addendum Task Force for improvement of the agenda/addendum process. On January 6, 2009, the Board of Supervisors, in conformance with the Pima County Sustainability Plan, voted to eliminate the requirement for the submission of paper agenda back-up material and to receive the documentation electronically.

POLICY

I. AGENDA

- A. County departments will follow the approved Board of Supervisors' Meeting and Agenda Material Submission Schedule as posted on the Pima County Homepage.
- B. All agenda items will be submitted to the Clerk of the Board no later than Wednesday, 5:00 p.m. (13) calendar days from the scheduled meeting date.
- C. The Clerk of the Board reserves the right to return incomplete/inaccurate agenda/addendum items to the submitting department.
- D. The Clerk of the Board will post the agendas on Wednesday, (6) calendar days prior to the scheduled Board Meeting. Should a holiday occur, the schedule will automatically move back one day.
- E. County departments who originate agenda items will be responsible for notifying all parties involved that their agenda item is scheduled for a specific Board Meeting date. The Clerk of the Board shall provide notification to the required parties for an appeal before the Board of Supervisors.
- F. The County Administrator will be responsible for maintaining a calendar of future, routine Board Meeting items (i.e., depicting yearly mandated deadlines for fiscal year contracts, budgets, levies, elections, etc.) to eliminate last minute emergencies.



PIMA COUNTY, ARIZONA BOARD OF SUPERVISORS POLICY

<u>Subject:</u> Board of Supervisors Agenda/Addendum Policy	Policy Number	Page
	C 2.5	Page 2 of 2

- G. The County Administrator will be responsible for holding department heads accountable for following agenda/addendum procedures and deadlines.

II. ADDENDUM

- A. All addendum items must be submitted to the Clerk of the Board by Thursday, 5:00 p.m., (5) calendar days prior to the Board Meetings. Should a holiday occur, the schedule will automatically move back one day.
- B. Addendum items submitted by County departments must be signed and authorized by the County Administrator prior to being submitted to the Clerk of the Board by the established addendum deadline.
- C. The Chairman and/or any Supervisor may place items on the addendum by the Thursday, 5:00 p.m. deadline.
- D. Addendum items submitted after the Thursday, 5:00 p.m. deadline, will require three Board of Supervisors' signatures prior to being submitted to the Clerk of the Board for any additional addendum.
- E. The Clerk of the Board will post addendums on Friday, (4) calendar days prior to the scheduled Board Meeting. Should a holiday occur, the schedule will automatically move back one day.

III. RESPONSIBLE PARTIES

- A. Clerk of the Board
B. County Administrator
C. Department Heads

Effective Date: November 1, 1997
Revised Date: April 4, 2006
April 7, 2009