

Pima County Clerk of the Board

Julie Castañeda

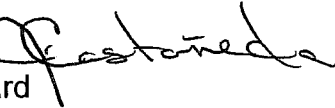
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MEMORANDUM

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

FROM: Julie Castañeda 
Clerk of the Board

DATE: March 21, 2017

RE: Board of Supervisors' Meeting Times – Continued from February 7, 2017

At the February 7, 2017, Board of Supervisors meeting, the Board requested follow-up information regarding holding evening Board of Supervisors meetings.

Several departments are essential to conducting Board of Supervisors' meetings. Identified below are those departments' contributions and potential financial/staffing impacts:

Clerk of the Board:

Staffing	Functions	Projected Cost
2 Admin Spec. Sr. (minimum)	Set-up, minute recorder and troubleshooting	-Overtime COB Staff \$26 per hour -Flex time - office would be short staffed during regular business hours
Closed Caption Productions	Captioning Services	-\$120 per hour (no cost difference for evening hours)
Granicus	Agenda Management Contractor	-After-hours support available at no additional cost

Communications

Staffing	Functions	Projected Costs
Manager	Media relations, press release writing/editing, social media	-Salaried (will work a full day plus the meeting)
Writer	Write and distribute press releases, social media posts	-Salaried (work day will be flexed)

Photographer	Photography of BOS presentations	-Salaried (work day will be flexed) Does not need to stay for entire meeting, but photo processing can take between 1 and 2 hours
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Facilities Management

Staffing	Functions	Projected Cost
2 Techs Maintenance* Electrician*	Operation of video feed and troubleshooting	-Overtime 2 FM Staff \$60 per hour (avg) -*On-Call if needed \$30 per hour (avg)
1 Garage Mgr.	After hours staffing for parking garages	-Overtime FM Staff \$30 per hour (avg)
4-6 Security	Security for Board Mtg	-Security \$16-\$30 per hour (depends if OT)
Custodial	Facility maintenance	-\$15 per hour/per person, if required
Utilities		-\$295 per hour

Information Technology

Staffing	Functions	Projected Costs
3 Tech Support Analysts	Audio video equipment operator, internal network equipment and operations and infrastructure trouble shooting (as needed)	-Salaried (\$26-\$40 hourly) (use of existing staff would leave the department short-handed during regular business hours)

The Sheriff's Department also plays a key role. In speaking with Sergeant at Arms Charles Lopiccolo, the Sheriff's Department could accommodate an evening schedule without additional costs. An exception would be if crowd control became necessary.

Additional consideration includes a potential for broadcast conflicts with City of Tucson Mayor and Council Meetings.

Finally, key department staff must be available to present and discuss agenda items at the meetings. The fiscal/operational impact to departments has not been determined. However, after-hours access to downtown buildings may be problematic for employees returning to attend an evening Board meeting.

Please let me know if you need additional information.

/jc

c: Chuck Huckelberry, County Administrator
Lisa Josker, Director, Facilities Management
Jesse Rodriguez, Chief Information Officer, Information Technology
Mark B. Evans, Communication Specialist, Communications Department
Charles Lopiccolo, Sergeant at Arms, Pima County Sheriff's Department