



# BOARD OF SUPERVISORS AGENDA ITEM REPORT

Requested Board Meeting Date: 12/5/2023

\*= Mandatory, information must be provided

Click or tap the boxes to enter text. If not applicable, indicate "N/A".

**\*Title:**

Adoption of new Pima County, Board of Supervisors Policy D 31.2

**\*Introduction/Background:**

Pima County Attractions & Tourism (A&T) reviews and processes applications for Outside Agency funding and summarizes proposals for the Outside Agency Review Committee, which makes recommendations for award to the Board of Supervisors. Staff are proposing adoption of Board of Supervisors Policy E 31.2 – Review and Requests and Monitoring of Contracts for Discretionary Funds Allocated to Outside Agencies for Attractions & Tourism.

**\*Discussion:**

A&T reviewed and agrees a policy should be adopted for A&T Outside Agency processes and criteria for award. Therefore, a new Board of Supervisors Policy D 31.2 has been prepared for approval.

**\*Conclusion:**

A&T will maintain the responsibility of continuing to review the policy and propose revisions as changes occur.

**\*Recommendation:**

It is recommended that the Pima County Board of Supervisors approve and adopt new Board of Supervisors Policy D 31.2, to become effective upon adoption.

**\*Fiscal Impact:**

No additional fiscal impact is anticipated.

**\*Board of Supervisor District:**

- 1
- 2
- 3
- 4
- 5
- All

Department: Attractions & Tourism

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Department Director Signature: \_\_\_\_\_

Date: 11/22/2023

Deputy County Administrator Signature: \_\_\_\_\_

Date: 22 Nov 2023

County Administrator Signature: \_\_\_\_\_

Date: 11/22/2023



## PIMA COUNTY, ARIZONA BOARD OF SUPERVISORS POLICY

|   |                          |             |
|---|--------------------------|-------------|
| <b>Subject:</b> <b>Review of Requests and Monitoring of<br/>Contracts for Discretionary Funds Allocated<br/>to Outside Agencies for Attractions &amp;<br/>Tourism</b> | <b>Policy<br/>Number</b> | <b>Page</b> |
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### Purpose

1. To establish a policy for the processing, review, evaluation and determination of priorities for funding of requests from Outside Agencies for services related to Attractions & Tourism.
2. To establish a policy and minimum requirements for the monitoring and auditing of discretionary fund contracts for Attractions & Tourism.

### Background

Requests and suggestions for the use of discretionary Outside Agency funds are received directly by the Board of Supervisors (BOS), the County Administrator, various departments and by the Attractions & Tourism Department (A&T) as part of the annual proposal process. The A&T Department reviews the proposals and monitors the contracts but requires clear BOS policy regarding the allocations or the monitoring process. To ensure that these items are received, considered, and monitored in an organized and uniform manner, a policy regarding their processing, review and monitoring is adopted.

### Policy

1. The "Outside Agency" (OA) program for events, celebrations, and tourism programs shall be administered by the Attractions & Tourism Department (A&T).
2. The A&T OA budget shall be determined annually by the BOS in accordance with the regular County budget process. The A&T OA account shall be part of the General Fund.
3. A&T OA funds shall be allocated by the BOS pursuant to written proposals and A&T recommendations. Proposals shall meet A&T standards and shall stipulate the purpose, goals and objectives of the event, celebration, or program and shall present and justify the proposed budget.
4. A&T shall review proposals at least once biennially, normally in the third fiscal quarter. In special circumstances A&T may accept and review additional proposals during the year. If the review uncovers a service need of exceptional urgency or importance, A&T may refer it for immediate consideration.



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### **Policy Con't**

5. A&T staff shall review and summarize proposals. The Outside Agency Citizen Review Committee shall rank the proposals and make recommendations to the County Administrator regarding the priority and level of funding. A&T shall formulate its recommendations in accord with the following priorities: services which will enhance visitation or tourism to the County; services which will eliminate or diminish the need for regular County operated services; proposals which will match and attract additional federal, state or private funds into the County; and such other priorities as may be established by the BOS.
6. In formulating its recommendations, A&T shall consider the following parameters: the tourism value of the event or program; how the community and visitors from outside of the County are serviced by the program; the availability of alternative funds for the proposal; the experience and track record of the proposer; the leverage or value of additional funds or resources attracted by the proposal; the need and demand for the event or program proposed; any weighing or ranking of service priorities which is established by the County Administrator or the BOS.
7. A&T OA funds shall only be distributed via contractual agreements which are based on the proposal, comply with pertinent Arizona Statutes, clearly define the purpose, work statement, budget, and include clauses which limit the County's exposure and liability.
8. A&T shall monitor the contracts to assure compliance and provision of service and shall require regular reports of expenditures and service provided. A&T shall require compliance with ARS 11.624 regarding financial audits and may specify additional audit and reporting requirements.
9. A&T shall summarize and report to the County Administrator and the BOS annually or as often as they shall require regarding A&T OA expenditures and performance for events, celebrations, and tourism programs.
10. Payment to the contractor shall be on a cost reimbursement basis. Continued reimbursement shall depend upon reasonable progress toward meeting the service objectives.



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### **Policy Con't**

11. A&T shall be funded for the staff needed to review proposals and prepare recommendations, and to write and monitor contracts and perform other duties related to the program.

### **Responsible Departments**

1. County Administrator
2. Attractions & Tourism Department

Adopted Date:                   December 5, 2023