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AGENDA MATERIAL

DATE 12/2/25

ITEM NO. RA 18

MEMORANDUM

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

FROM: Melissa Manriquez
Clerk of the Board *MM*

DATE: December 1, 2025

RE: Addition of Study Sessions – Continued from October 14, 2025

At the October 14, 2025, Board of Supervisors' (BOS) meeting, the BOS requested follow-up information about the implications of having one or two of the BOS meetings in the evening.

Below are the Clerk of the Board's (COB) Office contributions and potential financial/staff impacts. There are also several other departments (Facilities Management, Information Technology, Communications) that are essential in conducting BOS meetings:

Clerk of the Board:

Staffing	Functions	Projected Costs
2 - Admin. Spec. I (non-exempt) 1 - Admin. Spec. III (exempt) 1 - Deputy Clerk (exempt) 1 - Clerk (exempt)	Set-up/clean-up, minute recorder, speaker cards, troubleshooting, performing meeting duties.	-Overtime COB Staff approx. \$32.00 per hour -Flex time - office would be short staffed during regular business hours -Staff parking after hours in El Presidio Garage \$2.00 minimum/\$8.00 maximum daily
AI Media	Captioning Services	-\$60.00 per hour (no cost difference for evening hours)
Granicus	Agenda Management Contractor	-After-hours support available at no additional cost

The COB office has five Administrative Specialist I (four current staff and one vacancy) and one Administrative Specialist III that perform the agenda meeting functions on a rotating basis. Non-exempt staff were hired with a Monday through Friday, 8:00 a.m. to 5:00 p.m., work schedule. The COB office continues to experience a high turnover, and this may lead to additional turnover if current staff decide to seek employment elsewhere due to evening meetings.

After speaking with the City of Tucson's Clerk, they have approximately 20 staff members that rotate the meeting functions for the Mayor & Council, which equates to about 4 meetings per year per staff member. A study session is held before each regular meeting, which usually starts around 11:00 a.m., and the length of the study session depends on the number of items that have been placed on the agenda, with time limits set for each item. An hour lunch break is provided for council members between the study session and the regular meeting. Their regular agenda meetings usually begin at 5:30 p.m. and adjourn around 8:00 p.m. Call to the Public is limited to 30 minutes each meeting. Non-exempt staff are paid overtime or given flex time. During time of hire, staff were made aware that they would be required to work some evenings to support Mayor & Council meetings. Staff that are scheduled to work at these evening meetings park in the El Presidio Parking Garage and their parking tickets are validated.

Please let me know if you need additional information.

Thank you.

c: Jan Leshner, Pima County Administrator