

ADDENDUM MATERIAL

DATE 1-24-23

ITEM NO. ADD 6

Redlined Versions

Board of Supervisors Agenda/Addendum Policy C 2.5

and

Board of Supervisors Agenda Item Report

JAN 30 23 PM 03:24 PC CLK OF BD 



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 3

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. **All** County departments **(including County Administration and Board of Supervisors)** 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.** **All agenda items submitted must include a "Board of Supervisors Agenda Item Report" form, which will be reviewed by legal counsel prior to placement of the item on the agenda (excluding proclamations and board, commission and/or committee appointments/reappointments).**
- GD.** The Clerk of the Board reserves the right to return incomplete/inaccurate agenda/addendum items to the submitting department **entity, including incomplete/inaccurate "Board of Supervisors Agenda Item Report" forms.**
- DE.** 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.
- EF.** County departments who originate agenda items will be responsible for notifying all parties involved that their agenda item is scheduled **d** for a specific



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 3

Board Meeting date. The Clerk of the Board shall provide notification to the required parties for an appeal before the Board of Supervisors.

- FG.** 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.
- GH.** 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. All addendum items submitted must include a “Board of Supervisors Agenda Item Report” form, which will be reviewed by legal counsel prior to the placement of the item on the addendum (excluding proclamations and board, commission and/or committee appointments/reappointments).**
- DE.** 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.
- EF.** 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.



PIMA COUNTY, ARIZONA BOARD OF SUPERVISORS POLICY

<u>Subject:</u> Board of Supervisors Agenda/Addendum Policy	Policy Number	Page
	C 2.5	Page 3 of 2 3

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
February 7, 2023



BOARD OF SUPERVISORS AGENDA ITEM REPORT

Requested Board Meeting Date: *Click or tap here to enter a date.*

**= Mandatory, information must be provided*

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

***Title:**

Click or tap here to enter text.

***Introduction/Background:**

Click or tap here to enter text. Provide a brief overview of the issue, assuming that the reader has no prior knowledge of the topic.

***Discussion:**

Click or tap here to enter text. Start with the basic key points that you must communicate. Provide data and study results, analysis, arguments, and descriptions.

***Conclusion:**

Click or tap here to enter text. Summarize and/or reemphasize the main point explained in the 'Discussion' section. Discuss the implications of your analysis

***Recommendation:**

Click or tap here to enter text. Provide a concise recommendation of what you are asking be done. The recommendations should be written in such way that it could be used for the motion.

***Fiscal Impact:**

Click or tap here to enter text.

*** Legal Review**

Click or tap here to enter text.

***Board of Supervisor District:**

1 2 3 4 5 All

Department: *Click or tap here to enter text.*

Telephone: *Click or tap here to enter text.*

Contact: *Click or tap here to enter text.*

Telephone: *Click or tap here to enter text.*

Department Director Signature: _____ Date: _____

Deputy County Administrator Signature: _____ Date: _____

County Administrator Signature: _____ Date: _____