



AGENDA MATERIAL

DATE 8/19/24 ITEM NO. RA 12 & 13

MEMORANDUM

Date: August 16, 2024

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

From: Jan Leshor
County Administrator

Re: **Additional Information for the August 19, 2024 Board of Supervisors Meeting –
Agenda Items 12 and 13 – Belvedere Terrace**

Attached please find additional information for Agenda Items 12 and 13 provided by
Community & Workforce Deputy Director Andy Flagg.

JKL/dym


Attachment

c: Carmine DeBonis, Jr., Deputy County Administrator
Francisco García, MD, MPH, Deputy County Administrator & Chief Medical Officer
Steve Holmes, Deputy County Administrator
Dan Sullivan, Director, Community & Workforce Development
Andy Flagg, Deputy Director, Community & Workforce Development

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Date: August 15, 2024

To: Jan Leshner
County Administrator

From: Andy Flagg 
Community & Workforce Development
Deputy Director

RE: Additional Information Regarding Items 12 and 13 on the August 19, 2024 Agenda

Community & Workforce Development (CWD) submitted Items 12 and 13 for the August 19, 2024 agenda to facilitate the award of gap funding to the Belvedere Terrace project, as awarded by the Board of Supervisors March 5, 2024. The Gap Funding Agreement is structured as a loan as required by Low Income Housing Tax Credit requirements, with a balloon payment due after the 30-year affordability period expires. In the sole discretion of the Board of Supervisors, repayment can be waived or forgiven at that time in exchange for a 10-year extension of the affordability period.

Although the item constitutes one agreement, it appears as two separate items on the Agenda. Due to its structure as a loan, Finance advised that it be set up as separate contract numbers in the County's Workday financial system, i.e. one for the expense side (PO2400002972), and one for the revenue side (CT2400000021). Because the item has two separate contract numbers in Workday, Procurement advised the submission of two BOS Agenda Item Reports, leading to the contract appearing as two distinct Agenda items.

In order to effectuate the Board's previous award of gap funding, both items must be approved.

c: Francisco García, MD, MPH, Deputy County Administrator and Chief Medical Officer
Nancy Cole, ERP Project Manager
Ellen Moulton, Finance & Risk Management Director
Terri Spencer, Procurement Director
Dan Sullivan, CWD Director