



**BOARD OF SUPERVISORS AGENDA ITEM REPORT**  
**CONTRACTS / AWARDS / GRANTS**

☐ Award ☒ Contract ☐ Grant

Requested Board Meeting Date: August 10, 2021

**\* = Mandatory, information must be provided**

or Procurement Director Award ☐

**\*Contractor/Vendor Name/Grantor (DBA):**

Friends of Robles Ranch, Inc.

**\*Project Title/Description:**

Robles Ranch Community Food Bank & My Friends Closet

**\*Purpose:**

The Board of Supervisors approved funds of \$36,000 for the Robles Ranch Community Food Bank & My Friends Closet program at the June 22, 2021 meeting. Friends of Robles Ranch, Inc. requested additional funds of \$10,000 for operational purposes due to COVID-19. The program will provide food, clothing, basic household items, and referrals to other community services to low-income residents from the Robles Junction and Three Points areas of Pima County. This Amendment will add the \$36,000 in funding approved June 22 and the additional \$10,000 to CT-CR-21-034, and renew that contract for an additional year.

Attachment: Contract Number CT-CR-21-034 (Amendment 1)

**\*Procurement Method:**

Non-Procurement contract awarded by the Board of Supervisors per Board of Supervisors Policy E36.1.

**\*Program Goals/Predicted Outcomes:**

Program Goal (1): Agency will provide 1,000 food items to 800 unduplicated individuals. Program Outcome (1): At a minimum, 800 recipients will report improved health as a result of the assistance provided.

Program Goal (2): Agency will provide 75 clothing and household goods to 38 unduplicated individuals. Program Outcome (2): At a minimum, 38 individuals served will report increased individual and family stability.

**\*Public Benefit:**

The program will preserve the health of County residents in the rural Robles Junction area through the provision of services to access food, clothing and emergency assistance that stabilize housing needs. This contract will provide job retention for three staff positions.

**\*Metrics Available to Measure Performance:**

Agency will submit quarterly reports which include the numbers of units served, numbers of delivered to unduplicated participants, and the number of unduplicated participants that have met the expected performance.

**\*Retroactive:**

Yes. Finalizing documentation and re-confirmation of budget were in part issues that caused contract processing delays. If this amendment is not approved, the services will not be provided.

TO: COB 7-23-21 ①  
Vers.: 2

Pgs.: 3

**Contract / Award Information**

Document Type: \_\_\_\_\_ Department Code: \_\_\_\_\_ Contract Number (i.e., 15-123): \_\_\_\_\_  
Commencement Date: \_\_\_\_\_ Termination Date: \_\_\_\_\_ Prior Contract Number (Synergen/CMS): \_\_\_\_\_  
☐ Expense Amount: \$\* \_\_\_\_\_ ☐ Revenue Amount: \$ \_\_\_\_\_

**\*Funding Source(s) required:**

Funding from General Fund? ☐ Yes ☐ No If Yes \$ \_\_\_\_\_ % \_\_\_\_\_

Contract is fully or partially funded with Federal Funds? ☐ Yes ☐ No

**If Yes, is the Contract to a vendor or subrecipient?**

Were insurance or indemnity clauses modified? ☐ Yes ☐ No

If Yes, attach Risk's approval.

Vendor is using a Social Security Number? ☐ Yes ☐ No

If Yes, attach the required form per Administrative Procedure 22-10.

**Amendment / Revised Award Information**

Document Type: CT Department Code: CR Contract Number (i.e., 15-123): 21-034  
Amendment No.: 1 AMS Version No.: 2  
Commencement Date: 7/1/21 New Termination Date: 6/30/22  
Prior Contract No. (Synergen/CMS): \_\_\_\_\_  
☒ Expense or ☐ Revenue ☒ Increase ☐ Decrease Amount This Amendment: \$ 46,000.00

Is there revenue included? ☐ Yes ☒ No If Yes \$ \_\_\_\_\_

**\*Funding Source(s) required:** Pima County General Funds

Funding from General Fund? ☐ Yes ☐ No If Yes \$ \_\_\_\_\_ % \_\_\_\_\_

**Grant/Amendment Information** (for grants acceptance and awards) ☐ Award ☐ Amendment

Document Type: \_\_\_\_\_ Department Code: \_\_\_\_\_ Grant Number (i.e., 15-123): \_\_\_\_\_  
Commencement Date: \_\_\_\_\_ Termination Date: \_\_\_\_\_ Amendment Number: \_\_\_\_\_  
☐ Match Amount: \$ \_\_\_\_\_ ☐ Revenue Amount: \$ \_\_\_\_\_

**\*All Funding Source(s) required:**

\*Match funding from General Fund? ☐ Yes ☐ No If Yes \$ \_\_\_\_\_ % \_\_\_\_\_

\*Match funding from other sources? ☐ Yes ☐ No If Yes \$ \_\_\_\_\_ % \_\_\_\_\_

**\*Funding Source:** \_\_\_\_\_

\*If Federal funds are received, is funding coming directly from the Federal government or passed through other organization(s)? \_\_\_\_\_

Contact: Manira Cervantes/Rise Hart

Department: Community & Workforce Development

Telephone: 724-5710/724-5723

Department Director Signature/Date: *Paul P. Luna* 7/22/21

Deputy County Administrator Signature/Date: \_\_\_\_\_

County Administrator Signature/Date: \_\_\_\_\_

(Required for Board Agenda/Addendum Items)

**MEETING SUMMARY REPORT - THE MINUTES WILL BE POSTED  
AT [www.pima.gov/cob](http://www.pima.gov/cob) AFTER APPROVAL BY THE BOARD OF  
SUPERVISORS**

**Pima County Board of Supervisors' Meeting  
130 W. Congress St., Hearing Room, 1st Fl.  
June 22, 2021 9:00 a.m.**

- 1. ROLL CALL**
- 2. INVOCATION**  
  
To be offered by Rabbi Yehuda Ceitlin, Chabad Tucson.
- 3. PLEDGE OF ALLEGIANCE**
- 4. PAUSE 4 PAWS**
- 5. PUBLIC COMMENTS (submit public comments to [COB\\_mail@pima.gov](mailto:COB_mail@pima.gov))**

**\* \* \***

El Rio Santa Cruz Neighborhood Health Center, Inc./Trichloroethylene  
Program/\$163,200

✓ Friends of Robles/Robles Ranch Community Food Bank & My Friends Closet/\$36,000  
Habitat for Humanity Tucson/Shelter Technical Assistance & Maintenance  
Support/\$35,200

Metropolitan Education Commission/Metropolitan Education Commission/\$70,000

Metropolitan Education Commission/Regional College Access Center/\$52,000

Pima Council on Aging/Elder Rights & Benefits/\$132,300

Pima Council on Aging/Family Caregiver Support Program/\$19,600

Pima Council on Aging/Home Delivered Meals/\$19,680

Pima Council on Aging/Neighbors Care Program/\$58,000

Pima Council on Aging/Senior Companion/\$30,000

Pima County Community Land Trust/Housing Counseling/\$63,000

Socialserve/PimaCountyHousingSearch.org/\$18,620

Southern Arizona Children's Advocacy Center/Support Services for Child  
Victims/\$72,560

United Way of Tucson & Southern Arizona/Volunteer Income Tax Assistance Program  
(VITA)/\$28,000

**General Services - Total \$958,910**

#### **County Departments Managing OA Services with Other Sources**

##### **Agency/Program/Amount Recommended**

Conservation Legacy, Inc., d.b.a. Arizona Conservation Corps/Arizona Conservation  
Corps/\$108,900

Desert Survivors, Inc./Desert Survivors, Inc./\$63,760

Pima Association of Governments/Overall Work Program (OWP)/\$298,000

**Special Request - Total \$470,660**

**approve**

## **OFFICE OF EMERGENCY MANAGEMENT AND HOMELAND SECURITY**

### **15. Emergency Operations Plan**

RESOLUTION NO. 2021 - 43, of the Board of Supervisors, to approve  
and adopt the Pima County Emergency Operations Plan 2021.

**approve**

## **CONTRACT AND AWARD**

## **ATTRACTIONS AND TOURISM**

16. Metropolitan Tucson Convention and Visitors Bureau, d.b.a. Visit Tucson,  
Amendment No. 2, to promote and enhance tourism, business travel, film  
production and youth, amateur, semi-professional and professional  
sports development and marketing and amend contractual language,  
General Fund, contract amount \$300,000.00 (CT-ED-20-388)  
**approve**

**PIMA COUNTY COMMUNITY & WORKFORCE DEVELOPMENT DEPARTMENT****PROGRAM:** Robles Ranch Community Food Bank & My Friends Closet**AGENCY:** Friends of Robles Ranch, Inc.  
16150 W. Ajo Way  
Tucson, AZ 85735**CONTRACT NUMBER:** CT-CR-21-034**FUNDING SOURCE/CODE:** General Funds - 3400 General Services**Contract Amendment No:** 01

Original Contract Term:	07/01/2020- 06/30/2021	Original Contract Amount:	\$34,200.00
Termination date prior amendment:	N/A	Prior Amendments Amount:	\$0.00
Termination date this amendment:	06/30/2022	This Amendment Amount:	\$46,000.00
		Revised Total Amount:	\$80,200.00

**AMENDMENT ONE****1. Background and Purpose.**

1.1. **Background.** On June 9, 2020, Pima County ("County") and Friends of Robles Ranch, Inc. ("Agency"), entered into the above referenced Agreement to provide food, clothing, basic household items, and referrals to other community services to low-income residents from the Robles Junction and Three Points areas of Pima County (the "Programs" or "Agency's Programs").

1.2. **Purpose.** County has completed its 2020-2021 Outside Agency budget review process and wants to extend the Programs for an additional year and allocate funding to continue the Program(s). After review of Agency's performance and provision of Program services, County finds that the community will benefit from continued Program services provided by Agency. County is awarding additional funds because Agency's performance is satisfactory, and Agency has the capacity to continue to provide Program services.

2. **Term and Extension.** County is exercising the Extension Option in Paragraph 2.2 to extend this Agreement for one additional year commencing on July 1, 2021 and terminating on June 30, 2022. If the commencement date is before the effective date of this amendment, the parties will, for all purposes, deem the amendment to have been in effect as of the commencement date.

3. **Compensation and Payment.** The maximum allocated amount in Paragraph 4.1 is increased by \$46,000.00. County's total payments to Agency under this Agreement will not exceed \$80,200.00.

4. **Audit Requirements.** County is updating the address for submission of required or requested audits in Paragraph 5.1.6 as follows:

Manira Cervantes  
Division Manager  
Community & Workforce Development Department  
801 W. Congress St  
Tucson, AZ 85745

5. **Notices.** County is updating Paragraph 18.2 as follows:

**County:**

Daniel Sullivan, Director  
Pima County Community & Workforce Development Department  
2797 E. Ajo Way  
Tucson, AZ 85713

6. **EXHIBIT A – SCOPE OF WORK, BUDGET** is revised for 2021-2022:

Agency: Friends of Robles Ranch, Inc.

Program: Robles Ranch Community Food Bank & My Friends Closet

Section 1: Personnel		(Salaries & Fringe Benefits)		
POSITION TITLE	% of FTE / Program Hours	Hourly Wage	Hourly ERE*	Total Position Budget
Site Manager (FB/MFC)	20 hrs/wk (1040 year)	\$15.60	Included	\$14,976.00
Director CFB	20 hrs/wk (1040 year)	15.60	Included	\$14,976.00
Assistant (FB)	10 hrs/wk (520 year)	\$14.00	Included	\$6,792.00
SECTION 1 SUBTOTAL:				\$36,744.00
Section 2: Program Costs		These are only for the listed Outside Agency Program, are program specific, and can be directly tracked on the General Ledger. If the items are used by multiple programs, are paid by multiple grants, you <u>must</u> explain your allocation method.		
Expense Category	Items/Description			Total Budgeted
Travel	In-State mileage (at current County Rate)			\$792.00
Operating Expenses	Telephone and Internet			\$4,800.00
SECTION 2 SUBTOTAL:				\$5,592.00
Section 3: Agency Costs		These costs are usually agency wide, and allocated to the Program using an allocation method based on Square Feet, FTEs, or another method. You must explain the method used to determine charge to program.		
Expense Category	Items/Description			Total Budgeted
N/A	N/A			\$0.00
SECTION 3 SUBTOTAL:				\$0.00
Section 4: Indirect Costs		Portion of salaries for director and admin staff, and other costs not directly attributable to program. Maximum 15% of OA Award.		
SECTION 4 Subtotal:				\$3,664.00
Total OA Program Budget				\$46,000.00

All other provisions of this Agreement, not specifically changed by this amendment, will remain in and be binding upon the parties.

PIMA COUNTY:

\_\_\_\_\_  
Sharon Bronson  
Chair, Pima County Board of Supervisors

Date: \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Clerk of the Board Date

APPROVED AS TO CONTENT:

\_\_\_\_\_  
Daniel Sullivan, Director or designee  
Community & Workforce Development

APPROVED AS TO FORM:

\_\_\_\_\_  
Stacey Roseberry, Deputy County Attorney

AGENCY:

\_\_\_\_\_  
Patricia King  
Authorized Signature

\_\_\_\_\_  
PATRICIA KING, PRESIDENT  
Printed Name & Title

Date: 7-21-2021