



BOARD OF SUPERVISORS AGENDA ITEM REPORT AWARDS / CONTRACTS / GRANTS

☐ Award ☐ Contract ☒ Grant

Requested Board Meeting Date: 8/16/2021
or Procurement Director Award: ☐

* = Mandatory, information must be provided

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

Arizona Supreme Court Administrative Office of the Court (AOC)

***Project Title/Description:**

Court Security Improvements Program – Legal Records Security Barrier

***Purpose:**

The purpose of this agreement is to provide funding to the Court to implement its approved plan for use of Court Security Improvement (CSI) funds facilities improvement in Fiscal Year 2022.

***Procurement Method:**

This grant is not subject to Procurement Rules.

***Program Goals/Predicted Outcomes:**

Installation of a security barrier wall in the second floor lobby of Legal Records, Clerk of Court's Office, Superior Court Building, 110 W Congress, Room 241 and the attorney area next door.

***Public Benefit:**

Enhancing the security of legal records, preventing public access to secure areas, and providing security for clerk staff. In addition, this project enables Clerk of Court to better meet Pima County Security Standards adopted by Administrative Order on July 1, 2017.

***Metrics Available to Measure Performance:**

Installation of the indicated facilities improvement, submission of required financial and programmatic reporting.

***Retroactive:**

Yes, however, the award notice and grant agreement were received after the July 2021 Board of Supervisor meeting occurred. If not accepted, security improvements funding either will have to be provided by alternative source(s) or necessary security improvements are not likely to be implemented.

AMC Approved 8-11-2021 JSS

THE APPLICABLE SECTION(S) BELOW MUST BE COMPLETED

Click or tap the boxes to enter text. If not applicable, indicate "N/A". Make sure to complete mandatory (*) fields

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: _____ Department Code: _____ Contract Number (i.e., 15-123): _____
Amendment No.: _____ AMS Version No.: _____
Commencement Date: _____ New Termination Date: _____
Prior Contract No. (Synergen/CMS): _____

☐ Expense ☐ Revenue ☐ Increase ☐ Decrease

Is there revenue included? ☐ Yes ☐ No If Yes \$ _____ Amount This Amendment: \$ _____

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

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

Grant/Amendment Information (for grants acceptance and awards)

☐ Award ☐ Amendment Grant Number (i.e.,

Document Type: GTAW Department Code: CC 15-123): 22-008
Commencement Date: 07/01/2021 Termination Date: 06/30/2022 Amendment Number: none
☐ Match Amount: \$ none ☒ Revenue Amount: \$ 19,200.00

***All Funding Source(s) required:** Arizona Supreme Court, Administrative Office of the Court

***Match funding from General Fund?** ☐ Yes ☒ No If Yes \$ none % none

***Match funding from other sources?** ☐ Yes ☒ No If Yes \$ none % none

***Funding Source:** none

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

Non-federal funding; award coming directly from Administrative Office of the Arizona Supreme Court

Contact: Casimiro Hernandez, Finance Director

Department: Clerk of Superior Court

Telephone: 520-724-2744

Department Director Signature: Casimiro Hernandez Date: 8/11/2021

Deputy County Administrator Signature: C. R. Schubert Date: 8/11/21

County Administrator Signature: C. R. Schubert Date: 8/11/21

Arizona Supreme Court
Administrative Office of the Courts

FUNDING AGREEMENT FOR COURT SECURITY IMPROVEMENTS

Pima County Clerk of Court
221000CS01

Fiscal Year 2022

This Agreement is entered into by and between the Arizona Administrative Office of the Courts, herein referred to as "AOC," on behalf of the Arizona Supreme Court, and the Pima County Clerk of Court, herein referred to as "the Court," in accordance with A.O. 2017-15 which is incorporated herein by reference.

RECITAL

The purpose of this Agreement is to provide funding to the Court to implement its approved plan for use of Court Security Improvement (CSI) funds for Fiscal Year 2022, as set forth in Addenda A and B which are part of this Agreement.

TERMS AND CONDITIONS

1. TERM OF AGREEMENT

This Agreement becomes effective on July 1, 2021 and shall remain in effect through June 30, 2022.

2. MODIFICATION AND TERMINATION

This Agreement may be modified or terminated by the AOC if in its judgment such action is necessary due to: (a) funding availability; (b) statutory changes in the program; (c) the Court's failure to implement or operate the approved plan; (d) the Court's noncompliance with this Agreement; or (e) other circumstances necessitating such action. Either party may, upon thirty (30) days written notice to the other party by certified mail, terminate this agreement. In the event that a modification request becomes necessary, it must be requested no later than thirty (30) days prior to the closing date of the grant.

3. FUND ACCOUNTING

Funds distributed to the Court shall be deposited in a Special Revenue Fund established for the execution of this Agreement pursuant to Section III (B) of the Auditor General's Uniform Accounting Manual for Arizona Counties. Any interest earned on these monies while in the possession of the Court shall accrue to the fund for use by the Court in accordance with its approved plan.

4. EXPENDITURES

a. Distribution of Funds. The AOC may retain all or any portion of the funds allocated to the Court for the performance of its approved plan and may authorize direct expenditures for the benefit of the Court. Set forth in Addendum A to this Agreement are the specific amounts to be retained and disbursed by the AOC. The AOC may periodically modify the distribution of funds contained in Addendum A based on its determination of the Court's need for and usage of Court Security Improvement Funds.

b. Reporting Requirements. The Court shall submit a progress report to the AOC no later than forty-five days after the end of the grant period and include a financial report along with any unexpended funds and interest in accordance with paragraph 4.c of this funding agreement.

c. **Unexpended Funds.** Funds unencumbered as of July 1, 2022 and unexpended as of July 31, 2022, plus all unexpended interest accrued on such funds while in the possession of the Court, shall be transmitted to the AOC for reversion to the Court Security Improvement Fund no later than August 15, 2022. The reversion shall be accompanied by a closing financial statement signed by the Presiding Judge.

d. **Inappropriate Expenditures.** The Court shall expend funds only for the purposes and uses specified in the approved plan and budget. The Court agrees to reimburse the Court Security Improvement Fund for any unauthorized or inappropriate expenditures which are not in compliance with the approved plan and budget and this Agreement.

Court Security Improvement Funds shall not be used to pay county or city administrative costs for services associated with receipt of those funds including, but not limited to, the cost of: accounting, payroll, data processing, purchasing, personnel, and building use. All equipment purchased solely with Court Security Improvement Funds shall be used solely for purposes in the approved plan unless written permission is received from the AOC.

e. **Budget Modifications.** The Court shall not shift funds from, to, or within budgeted categories without prior written authorization from the AOC. All budget modifications shall be in accordance with the current version of Section 5.03, AOC's Policies and Procedures Manual, entitled Budget Control, Budget Modification Policy, a copy of which can be obtained upon request.

f. **Termination of Funding.** In the event that this Agreement is terminated prior to June 30, 2022, all unexpended funds in the possession of the Court shall be returned to the AOC within 30 days of such termination, along with, but not limited to: (1) a closing financial statement; (2) a final report outlining the program achievements; and (3) an inventory, including serial numbers, of all equipment purchased with Court Security Improvement Funds.

If termination is due to failure of the Court to comply with the approved plan, the AOC may require return of equipment and supplies purchased with Court Security Improvement Funds.

5. BOOKS AND RECORDS

a. **Financial Records and Examination.** The Court shall maintain and shall require its subcontractors to maintain acceptable accounting systems, records, and documents to properly reflect all funds expended in the performance of the approved plan. All books, records and other documents relevant to this Agreement shall be retained by the Court and its subcontractors for a period of five (5) years after the final payment has been made, or until after the resolution of any audit questions or contract disputes, whichever is longer. Court, state, or federal auditors, as applicable, and any other persons duly authorized by the AOC shall have full access to, and the right to examine, audit, copy and make use of any and all said materials. All subcontracts shall include a provision acknowledging the authority of the AOC to conduct such audits or examinations.

b. **Program Records and Evaluation.** The AOC plans to monitor and evaluate the Court Security Improvement Fund Program to determine its effectiveness. As a condition of receipt of Court Security Improvement Funds, the Court agrees to maintain and provide to the AOC such data and statistics as may be required by the AOC for purposes of evaluation. All records and documents relevant to this Agreement shall be retained by the Court and its subcontractors for a period of five (5) years after the final payment has been made. Authorized agents of the AOC shall have full access to, and the right to examine, copy, and make use of, any and all said materials.

The Court further agrees that authorized agents of the AOC shall have the right to conduct on-site visits for purposes of compliance monitoring and program evaluation. All subcontracts shall include a provision acknowledging the authority of the AOC to conduct such inspections and evaluations.

6. AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS

The Court shall comply with the Arizona Judiciary Policy on Access to Court Services by Persons with Disabilities as mandated by Administrative Order 92-32.

7. INVENTORY

The Court retains ownership of equipment purchased with funds received pursuant to this agreement, and shall maintain written inventory and property control policies and procedures. The Court may use its existing inventory system but must at a minimum maintain the information required by Supreme Court policies and procedures. See AOC's Policies and Procedures Manual, Section 5.06 for guidance.

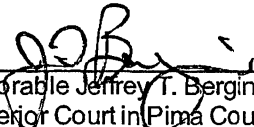
8. USE, LOSS AND DISPOSITION OF EQUIPMENT

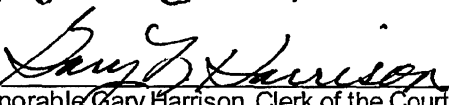
Equipment must be used as required by the approved plan for duration of this funding agreement, unless written permission is given by the Supreme Court. After this time, the equipment may be transferred upon approval of the presiding judge. The Court is responsible for any maintenance, loss or damage to the equipment and the Supreme Court makes no assurances regarding its repair or replacement. Equipment, which is no longer needed or usable, shall be placed in surplus as required by this agreement. If no such requirements are included in the funding agreement, then local surplus property procedures may be utilized. The equipment should be offered to another court prior to being placed in surplus. See Attachment C.

9. PERFORMANCE LIABILITY

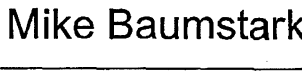
Except as otherwise provided in law, in the performance of this Agreement and the Court's approved plan both parties hereto will be acting in their individual governmental capacities and not as agents, employees, partners, joint venturers, or associates of each other. The employees, agents, or subcontractors of one party shall not be deemed or construed to be the employees or agents of the other party. Each party agrees to be solely responsible for the actions of its employees under this Agreement, and to indemnify and hold the other harmless for the actions of its own employees.

Pima County Clerk of Court

By 
Honorable Jeffrey T. Bergin, Presiding Judge
Superior Court in Pima County

By 
Honorable Gary Harrison, Clerk of the Court
Superior Court in Pima County

ARIZONA SUPREME COURT

Mike Baumstark
By 
Mike Baumstark, Deputy Director
Administrative Office of the Courts

Digitally signed by Mike Baumstark
Date: 2021.07.12 08:24:19 -07'00'

ADDENDUM A

TO APPROVED RECOMMENDATION AND FUNDING AGREEMENT FOR
COURT SECURITY IMPROVEMENTS

GRANTEE: Pima County Clerk of Court

ADDENDUM DATE: July 9, 2021

BEGIN DATE: July 1, 2021

END DATE: June 30, 2022

NOTE: This addendum supersedes all previously dated addenda.

FUND SUMMARY:

Facilities Improvements	\$19,200.00	
TOTAL FUNDS:		\$19,200.00

AMOUNT FROM OTHER FUNDING:

\$0.00

TOTAL:	\$0.00
---------------	---------------

AMOUNT TO BE DISBURSED TO COURT*:

Upon receipt of signed funding agreement	\$19,200.00
--	-------------

TOTAL AMOUNT APPROVED FOR DISBURSEMENT:	\$19,200.00
--	--------------------

TOTAL AMOUNT APPROVED FOR EXPENDITURE:	\$19,200.00
---	--------------------

* Since the AOC cannot guarantee how much revenue will be generated for fiscal years 2021 and 2022, any shortfall will be the financial responsibility of the court. In the event that Court Security Improvement funds retained by the AOC are insufficient to fund the approved request, or funds are reduced by legislative action, there is no obligation or approval to provide funds from other sources on the part of the AOC.

Signed:

Marcus W. Reinkensmeyer

Digitally signed by Marcus W.
Reinkensmeyer
Date: 2021.07.12 12:08 20 -07'00'

Date:

Marcus Reinkensmeyer, Director, Court Services Division,
Administrative Office of the Courts

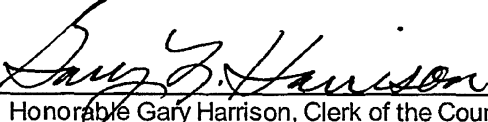
Signed:


Honorable Jeffrey T. Bergin, Presiding Judge,
Superior Court in Pima County

Date:

7/26/2021

Signed:


Honorable Gary Harrison, Clerk of the Court
Superior Court in Pima County

Date:

7/23/21

ADDENDUM B

**TO APPROVED RECOMMENDATION AND FUNDING AGREEMENT FOR
COURT SECURITY IMPROVEMENTS**

GRANTEE: Pima County Clerk of Court

ADDENDUM DATE: July 9, 2021

BEGIN DATE: July 1, 2021

END DATE: June 30, 2022

NOTE: This addendum supersedes all previously dated addenda.

EQUIPMENT EXPENSES:

<u>Item:</u>	<u>Cost</u>
--------------	-------------

Subtotal Equipment Expenses:	\$0.00
-------------------------------------	---------------

FACILITIES IMPROVEMENTS:

<u>Item:</u>	<u>Cost</u>
Barrier Wall, Lobby, Clerk of Court	\$19,200.00

Subtotal Facilities Improvements Expenses:	\$19,200.00
---	--------------------

LOCAL/ONSITE TRAINING:

<u>Item:</u>	<u>Cost</u>
--------------	-------------

Subtotal Local/Onsite Training Expenses:	\$0.00
---	---------------

PROFESSIONAL SERVICES:

<u>Item:</u>	<u>Cost</u>
--------------	-------------

Subtotal Professional Services Expenses:	\$0.00
---	---------------

TOTAL 2022 BUDGET:	\$19,200.00
---------------------------	--------------------

ATTACHMENT C
ARIZONA COURTS
INVENTORY AND PROPERTY CONTROL POLICY

The purpose of this section is to set forth minimum procedures and guidelines for fixed assets (furniture and equipment) owned by the Judicial Department Unit (JDU) other than the Supreme Court.

It is the intent of this policy that all equipment items are accounted for under an inventory system. Each court, including its probation departments, must be able to account for all equipment regardless of the funding source used to purchase the equipment.

DEFINITIONS

Capital equipment means any piece of property or a fixed asset with a purchase price of \$5,000 or more and a usable life of one or more years.

Noncapital equipment means any piece of property or a fixed asset with a purchase price of \$2,000 to \$4,999 and usable life of one or more years.

Judicial Department Unit (JDU) is any operating unit, office, or court of the Arizona Judicial Department reporting to the Chief Justice; chief judges of the Court of Appeals; presiding judges of the superior court, justice courts, and municipal courts; clerks of court; staff attorneys; divisions of the Administrative Office of the Courts; court administrators; and probation departments, with responsibility for reporting, care, and custody of the fixed asset.

Local Governmental Unit (LGU) is any county, city or school district with responsibility for reporting, care, and custody of the fixed asset.

POLICY

1. GENERAL

This policy covers any equipment valued over \$2,000 purchased from state, federal, or other funds provided through the AOC. All acquisitions of equipment using Supreme Court funds will be documented in an agreement.

If the AOC provides the funding and the JDU purchases the equipment, a funding agreement will be signed that clearly delineates the JDU owns the equipment. The JDU will record transactions in its fixed asset tracking system. The inventory policy is part of the funding agreement.

If the AOC purchases the equipment and transfers ownership of the asset, the JDU will record transactions in its fixed asset tracking system. The inventory policy is part of the equipment grant agreement.

The JDU shall maintain written inventory and property control policies and procedures.

All equipment included under this policy shall be clearly identified and located for purposes of regular physical inventory.

The JDU shall maintain an inventory log as described in the record keeping section of this policy.

2. TAGGING/NUMBERING SYSTEM

For items that the Supreme Court purchases and maintains ownership of, the Supreme Court will issue tags and require tagging of the equipment. For all other items, the JDU shall maintain a tagging/numbering system.

3. RECORD KEEPING

The inventory and property control person shall establish accurate records for all equipment under this policy. These records for capital and non-capital equipment shall, at a minimum, indicate:

- Acquisition date
- A brief description of the item
- Current location (code or suitable alternative)
- Program funding source
- Tag or asset number
- Model and serial number
- Account number
- Purchase document number (claim/voucher)
- Original cost including shipping, taxes, and installation

The inventory control records shall be maintained in such a fashion as to permit ready access and review.

4. INVENTORY SCHEDULE

The JDU shall conduct a physical inventory of equipment annually. The report of the physical inventory shall be maintained and available for review and audit upon request by the AOC.

5. TRANSFER OF EQUIPMENT

Equipment must be used for the approved purpose for five years, unless written permission is given by the AOC. After five years, the equipment may be transferred upon approval of the presiding judge of the court.

6. SURPLUS PROPERTY

Equipment, which is no longer needed or usable, shall be placed in surplus in accordance with the following:

For equipment for which title was granted to the JDU, the JDU shall follow any procedures required by the original funding agreement. If no such requirements are included in the funding agreement, then local surplus property procedures may be utilized.

7. MODIFICATION TO THIS POLICY

The Arizona Supreme Court, AOC, reserves the right to modify this policy as needed.