



BOARD OF SUPERVISORS AGENDA ITEM REPORT

Requested Board Meeting Date: 6/21/22

*= Mandatory, information must be provided

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

***Title:**

Pima County Cooperative Extension (PCCE)

***Introduction/Background:**

PCCE currently receives county funding assistance through Pima County's Outside Agency Program. PCCE has indicated that process is too onerous and inflexible and requested the program be moved to the General Fund, which former County Administrator Chuck Huckelberry approved. PCCE is governed by Article 3 of Arizona Revised Statutes. PCCE will continue to provide the same services they were providing while under the Outside Agency Program with new scope elements that will enhance county services.

***Discussion:**

N/A

***Conclusion:**

The shift from Outside Agency to General Fund adheres to Arizona Revised Statutes. The Cooperative Extension programs throughout the state utilize an Appropriation of County Funds form that is signed by the Chair of the Board of Supervisors once funding has been approved. It is important to note that Pima County is the only county that funds the Cooperative Extension program through a different mechanism. All counties in Arizona sign the appropriations form agreeing to fund their respective Cooperative Extension programs.

***Recommendation:**

The Natural Resources, Parks and Recreation Department recommends approval of the appropriation of funds to allow PCCE to enhance county services provided to the public.

***Fiscal Impact:**

The scope of work elements proposed by PCCE and approved by the county total \$151,400.

***Board of Supervisor District:**

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☒ All

Department: Natural Resources, Parks and Recreation Telephone: (520) 724-5000

Contact: Robert Padilla

Telephone: (520) 724-5235

Department Director Signature:

Date:

5-17-22

Deputy County Administrator Signature:

Date:

5/20/2022

County Administrator Signature:

Date:

5/22/2022

MEMORANDUM

Date: May 17, 2022

To: Jan Leshner, County Administrator
Carmine DeBonis, Deputy County Administrator

From: Victor Pereira, Director

VMP

Subject: Pima County Cooperative Extension Appropriation of County Funds for FY 2022/23

The attached University of Arizona Cooperative Extension Appropriation Agreement provides approval for Pima County to transfer funds in the amount of \$151,400 to Pima County Cooperative Extension (PCCE) for the Fiscal Year 2022/23. These funds will be used to fulfill the attached Scope of Work agreed upon by the Pima County Natural Resources Parks and Recreation (NRPR) and PCCE.

As a federally designated land grant university, the University of Arizona works through County-level Cooperative Extension offices to provide education and programming on natural resources, 4-H youth development, and health and nutrition. The University of Arizona has similar standardized Appropriations Agreements with all of Arizona's county governments, except for Pima County. The Agreements allow county governments to transfer funds directly to the extension offices working in their county to support educational program delivery. These agreements have been in place in other counties for many years and they are a uniquely constructed funding mechanism written in accordance with Arizona Revised Statute that allows the University to remove its institutional financial burden (indirect cost) so that all appropriated funds can transfer directly to the county extension office to fund operations and programming costs.

Previously, Pima County had provided funds to PCCE through the County's Outside Agency program. Because PCCE programs and operations did not fit well within the Outside Agency process, reporting was both burdensome in detail and lacking in context and explanation. In addition, the Outside Agency contract process did not allow the flexibility needed to support responsive educational programming, which often evolves during the year. Additionally, it did not allow purchases unless fully identified at the beginning of the two-year contract period, making it difficult to respond to changing program and operational needs. This was particularly problematic during the pandemic when programs had to be re-invented to facilitate online participation. Moving forward, PCCE will provide deliverables appropriate to the Scope of Work negotiated between PCCE and NRPR and will submit a report on all operations to the Board of Supervisors on an annual basis. The 2021 Annual Report for Pima County Cooperative Extension is now available online at:

<https://extension.arizona.edu/sites/extension.arizona.edu/files/mblock/2021pima-annual-report.pdf>

By changing to an annual Appropriations Agreement process, NRPR will be able to work directly with PCCE faculty and staff to develop Scopes of Work that better address Pima County's needs. This funding mechanism and the deepening connection created by the Scope of Work process will allow Pima County to take full advantage of the educational and outreach resources offered by PCCE.

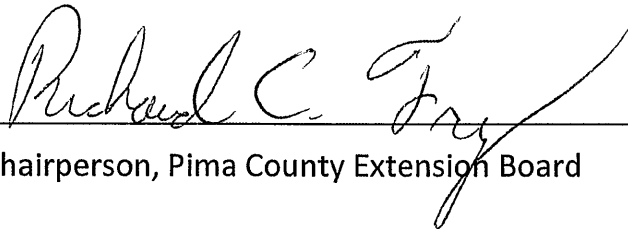


THE UNIVERSITY OF ARIZONA

Cooperative Extension

APPROPRIATION OF COUNTY FUNDS FOR THE FISCAL YEAR 2022-2023


In accordance with the provisions of Sections 3-124 and 3-126, Arizona Revised Statutes, The Pima County Extension Board has approved and there is hereby submitted for the approval of the County Board of Supervisors a county cash appropriation in the amount of \$ 151,400 as the county's share of the proposed budget for the conduct of Extension programs in the county.


Chairperson, Pima County Extension Board

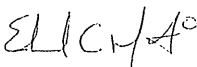
MAY 2 2022
Date

Chairperson, Pima Board of Supervisors


Date


Deputy Pima County Attorney

May 3, 2022
Date


Interim Director, Cooperative Extension

Apr 29, 2022
Date


Comptroller, University of Arizona

Apr 29, 2022
Date

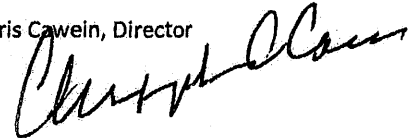
Issued in furtherance of Cooperative Extension work, acts of May 8 and June 30, 1914, in cooperation with the U.S. Department of Agriculture, Edward C. Martin, Interim Director, Extension, Division of Agriculture, Life and Veterinary Sciences, and Cooperative Extension, The University of Arizona. The University of Arizona is an equal opportunity, affirmative action institution. The University does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity, or genetic information in its programs and activities.



Date: December 22, 2021

To: Jan Leshar, Acting County Administrator
Carmine DeBonis, Deputy County Administrator

From: Chris Cawein, Director



Subject: FY23 Base Budget Adjustment request for Pima County Cooperative Extension

It is our understanding that Ms. Claire Zucker, Director of the Pima County Cooperative Extension (PCCE), met with County Administration this past July to request transfer of the Cooperative Extension program from Outside Agency to the General Fund. County Administration agreed to transfer the two program elements currently funded (totaling \$69,000) through the OA program to the general fund under NRPR oversight beginning in FY23. We have verified with Finance that NRPR's base budget for FY23 has been adjusted upward by \$69,000.

Additionally, Ms. Zucker reportedly requested additional funding support for PCCE above and beyond that base funding and identified other potential disciplines where PCCE could assist Pima County. That request was passed on to NRPR via your office and, as a result, several meetings and discussions were held between NRPR staff, other County Departments, and PCCE in order to examine possible additional scope elements that could provide the County with additional needed services at additional cost.

Upon conclusion of those discussions, NRPR received a detailed scope of work (attached) from PCCE that describes their base elements as well as proposed additional work elements for FY23. After critical review and discussion with staff, I believe the additional work proposed to be completed by PCCE for NRPR will enhance the effectiveness of both our Ranch Management and Education Outreach programs. The program elements as proposed by PCCE for FY23 total \$151,400 including the original \$69,000, plus a proposed increase of \$82,400 in additional services.

Therefore, should you wish to consider and accept PCCE's request to provide additional services at additional cost beginning in FY23, your signatures below will approve an NRPR FY23 Base Budget Adjustment of \$82,400 to implement the enhanced PCCE program elements as presented in the attached scope of services.

Attachment

RECOMMENDED


Carmine DeBonis, Deputy County Administrator

12/28/2021

Date

APPROVED


Jan Leshar, Acting County Administrator

1/6/2022
Date

**Scope of Work July 1, 2022 – June 30, 2023****November 29, 2021****From: University of Arizona Pima County Cooperative Extension****To: Pima County Natural Resources, Parks and Recreation****Funding Total: \$151,400**

The University of Arizona Cooperative Extension provides outreach and education to improve land stewardship and community health through horticulture and agriculture, 4-H youth development, and Family and Consumer Health Sciences. Funding from Pima County enables Pima County Cooperative Extension (PCCE) to better serve the community and to provide practical information that helps people make their lives better. This Scope of Work was developed by PCCE in coordination with Pima County Natural Resources (NRPR), Parks and Recreation staff. Deliverables on these activities will be reported to the NRPR staff with a summary report on all PCCE accomplishments provided to the Pima County Board of Supervisors annually.

Element 1. PCCE Groundskeeping and Office Operations**\$37,414**

Operations financial support ensures that PCCE programs and joint efforts can be conducted effectively and efficiently.

- 1.1 Conduct maintenance, trash pick-up, vegetation pruning, and other groundskeeping activities around Pima County building locations used or leased by PCCE: Campbell and River office, Roger Rd. Culinary Education Center, South Tucson Garden Kitchen, and Green Valley office.
- 1.2 Provide general office supplies, field and educational supplies, housekeeping supplies, and shared equipment for shared PCCE programs, and administration
- 1.3 Support PCCE administrative costs by paying a portion of costs for mailings, shipping, copying, and vehicle/equipment maintenance

Element 2. 4-H High Ropes Challenge Course**\$29,375**

In line with the Pima County Natural Resources, Parks and Recreation program goals, the PCCE 4-H High Ropes Challenge Course offers classes for Pima County residents, schools, and community groups. High Ropes experiences lead youth to conquer fears, build confidence, gain leadership, and grow problem-solving, collaboration, and communications skills.

- 2.1 Provide high-quality and safe High Ropes Challenge Course classes, managed, and supervised by a certified Challenge Course Facilitator, to youth and young adults, ages 5-18.
- 2.2 Continue to develop curricula and new courses to advance youth development goals such as team building, communication, and leadership.
- 2.3 Train educators and others on non-competitive learning through games and activities. Checking out low-ropes course kits enables educators to hold independent events at their class, park, or center.
- 2.4 Program administrative and finance support, media engagement, and other support as needed.

**Element 3. Ranch and Farm Stewardship Curriculum Development and Outreach****\$49,388**

Augmenting Pima County Natural Resources ranching educational programs, PCCE will expand 4-H expertise to develop a desert-based ranch and large-stock program in Pima County. The program will focus on land management, agri-business, and livestock health in semi-arid environments.

- 3.1 Develop an official 4-H Ranch or Range Management Project or Program with a curriculum -- addressing rangeland monitoring and restoration, grazing planning, low-stress livestock handling, and cow herd health management.
- 3.2 Coordinate and run at least four (4) educational events annually (lining up with the curriculum categories listed in section 3.1) for youth in Pima County at Pima County's Bar V Ranch and work with 4-H leaders in Pima County and in the State to evaluate and potentially create semi-arid raised and on-ranch-raised beef show categories for 4-H county fairs.
- 3.3 Begin development of on-farm curriculum for desert-adapted farming and restoration to deliver at least one (1) educational workshop(s) at Buckelew Farms and with the Tohono O'odham Nation on an annual basis.
- 3.4 Engage with 4-H youth and volunteer leaders on workforce development to increase the number of participants in Bar V Ranch internships and ranching events.
- 3.5 Program administrative and finance support, media engagement, and other support as needed.

Element 4. Natural Resources Education and Outreach**35,223**

In tandem with Natural Resource division staff, PCCE will develop natural resources outreach materials and deliver programming to promote citizen engagement in select conservation efforts (especially invasive species) at NRPR-managed properties.

- 4.1 Develop and implement at least one (1) educational curriculum and serve as a public resource on invasive species.
- 4.2 Develop stand-alone educational materials such as brochures and web resources.
- 4.3 Working alone or in tandem with Pima County NRPR staff, work at community events and/or other self-crafted outreach opportunities to engage citizens at neighborhood events such as urban clean-ups and invasives removal, and the neighborhood stewardship and Park Ambassador programs.
- 4.4 Provide media engagement to expand awareness and promote outreach opportunities, and other administrative support, as needed.

Legislative History

Under the Arizona Revised Statutes (ARS Title 3), Cooperative agricultural extension work shall be carried on in such manner as is mutually agreed upon by the board of regents of the universities and state college of Arizona and the county extension board of each county provided for in the statutes. Other institutional frameworks in the state statutes are as follows. The Board of Supervisors for each county shall appoint a seven-person advisory board for the county office. The Cooperative Extension Director shall annually report about extension activities in the county for the preceding fiscal year and a plan of extension work in the county for the ensuing year to the Board of Supervisors. The Board of Supervisors shall provide reasonable office space for the conduct of extension work in that county.