



MEMORANDUM

Date: July 29, 2014

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

From: C.H. Huckelberry
County Administrator

A handwritten signature in black ink, appearing to read "CHH", is written over the printed name "C.H. Huckelberry".

Re: **Timeline Regarding the Pima Animal Care Center Bond Election for November 2014**

Attached is a timeline of critical events related to the Pima Animal Care Center bond election to be held at this year's General Election in November.

The next item that will require the Board of Supervisors approval will be the Bond Implementation Plan Ordinance. I anticipate sending a draft of the Bond Implementation Plan Ordinance to you in early August 2014. Please note the present schedule calls for a Public Hearing to be held on the Bond Implementation Plan Ordinance on September 16, 2014.

CHH/anc

Attachment

c: Jan Leshar, Deputy County Administrator for Medical and Health Services
Dr. Francisco Garcia, Director, Health Department
Nicole Fyffe, Executive Assistant to the County Administrator
Diana Durazo, Special Staff Assistant to the County Administrator

2014 Pima County Bond Election Timeline
(updated 7.23.14)

Major Tasks:

Board of Supervisors consideration and calling of election

Finalize project scope, costs and schedule

Educational outreach to public

Preparation of publicity pamphlet, public notices and mailing

Preparation of Bond Implementation Plan Ordinance, Board hearing and public notices

Date	Department	Task	A.R.S/County Code
March 18	BOS	BOS approves a resolution calling for bond election to be held on Nov 4, 2014. BOS also approves deadline to file arguments for and against, to be printed in the publicity pamphlet (15 day filing period from May 15 to May 30).	35-453 35-454 (A2)
March –June	Health Dept Facilities County Admin	Draft detailed scope with cost estimates and schedule	
April - Nov 4	Health Dept Communications County Admin County Attorney	Educational outreach to public, including development of materials, web site, dedicated email, main contact number, speaking engagements, etc.	
May 4 AZ Star May 5 Territorial (send to each at least 4 days prior)	Elections County Admin	Post notice in newspaper and on web site announcing bond election and period to file arguments for and against to be printed in the publicity pamphlet. Notice must be published no less than 1 week prior to start of filling period and must be in English and Spanish (15 day filing period from May 15 to May 30).	No requirement for notice Arguments: 35-454 (A2)
May-August 22 First draft Aug 1 Final draft Aug 22	Health Dept Finance Bond Council County Admin County Attorney	Bond Implementation Plan Ordinance is drafted, reviewed by attorneys and finalized for Board approval.	
July	Health Dept Finance Bond Council County Admin County Attorney Elections	Publicity pamphlet is drafted and reviewed by attorneys.	35-454 (A1)
August	Elections	Publicity pamphlet is translated into Spanish and finalized. BOS not required to approve it.	35-454 (A1)

August 29 & 31	County Admin	Publish Notice of Hearing in newspaper (Star and Territorial) announcing Board consideration of Bond Ordinance, at least 15 days prior to Board meeting.	11-251.05 (C&D)
Sept 2	Elections	Publicity pamphlet goes to print	
September 16 Sept 3 BOS agenda deadline	BOS	Board Meeting for public hearing and approval of Bond Implementation Plan Ordinance prior to start of early voting (will be earlier to time approval prior to publicity pamphlet mailing).	PC Truth in Bonding Code 3.06.020
Prior to Sept 30 Territorial required	Clerk of the Board County Admin	Publish Board adopted Bond Implementation Plan Ordinance in newspaper and on County web site prior to Early Voting (publish on web prior to Sept 30 so when voters receive publicity pamphlet, the link to bond ordinance in the pamphlet exists) Clerk publishes in Territorial .	PC Truth in Bonding Code 3.06.030
Prior to Sept 30	Elections Recorder	Not less than 35 days prior Election Day, a publicity pamphlet is mailed to each household with a registered voter	35-454 (A1)
Sept. 20	Elections Recorder	Early voting starts for military & overseas voters 45 days prior to Election Day	
Oct. 9	Elections Recorder	Regular early voting starts 26 days prior to Election Day	16-542(C)
Nov. 4	Elections Recorder	Election Day	16-204 (B2)
By Nov. 16	Elections	Election return to BOS within 12 days of Election	35-454(B)
By Nov. 24	Elections County Admin	Hold special BOS meeting to canvass the votes cast & certify the result. Prepare & have BOS approve a certificate that states: <ul style="list-style-type: none"> • Purpose of election • Total number of votes cast for bond question • Total number of votes for the question • Total number of votes against the question • That "the indebtedness is ordered" Record certificate in office of County Recorder	35-454(E); 16-642(A); 35-454(F)
Prior to Dec 4	Finance	Submit copy of publicity pamphlet to Department of Revenue within 30 days after election	35-454(A)(3)