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# MEMORANDUM

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Date: December 10, 2014

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

From: C.H. Huckelberry  
County Administrator 

Re: **Item on the December 9, 2014 Addendum Regarding Agenda Submissions and Information Completeness**

Based on Board of Supervisors direction, I have provided direction to County department heads and agencies regarding material and information required for submittal of Board meeting agenda items. A document that was attached to the Addendum material, but which was not discussed, was Board of Supervisors Policy C2.4, Noninterference in Administrative Affairs. The policy states:

*"Except for the purposes of inquiry and information, neither the Board of Supervisors nor any member thereof shall deal with any administrative officer or employee appointed by or under the County Manager except through the County Manager, and neither the Board of Supervisors nor any member there shall give orders to the subordinates of the County Manager either publicly or privately."*

I would appreciate your assistance in advising your staff to have any and all inquiries regarding these matters directed to me or through me pursuant to Board of Supervisors Policy C2.4. In the past, there have been numerous requests of staff for information, duplicate requests for the same information, and contradictory information requests to staff of which I am unaware or learn of only when staff is attempting to answer questions and request my assistance in doing so.

It would be most helpful if these requests are directed to me; or if directed to a particular staff member, I receive a copy of the information request so I may ensure the information is timely and accurately provided.

CHH/mjk

c: Hank Atha, Deputy County Administrator for Community and Economic Development  
John Bernal, Deputy County Administrator for Public Works  
Jan Leshar, Deputy County Administrator for Medical and Health Services