



MEMORANDUM

Date: December 9, 2014

To: Presiding Judge, Superior Court
Elected Officials
Appointing Authorities

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: **Submission of Agenda Materials for Board of Supervisors Consideration**

On December 9, 2014, the Board of Supervisors discussed the adequacy of information submitted on specific agenda items and whether the information submitted is sufficient to allow the Board to make an appropriate decision regarding the item.

The agenda materials submission process has not been changed in numerous years; and in many cases, it is inadequate to explain to the Board the purpose or the need and the cost of the proposed action. The Clerk of the Board and I will be developing, over the next month, new agenda material submission requirements.

Until such has been completed, no item can be submitted for Board consideration without an explanatory and appropriately detailed memorandum addressed to the County Administrator explaining the action requested, background information regarding the issues, costs involved, expected public benefit and any metrics available to measure performance or expected outcomes particularly pertaining to contracts or services.

Also, when appropriate, applicable statutory references should be included if the Board's action is related to a particular statutory requirement.

Finally, no action should be requested of the Board that is retroactive or predates the Board's actual action. If a proposed document or action references a retroactive date, the date is to be deleted and the effective date of the Board action is to be inserted in its place.

CHH/anc

c: The Honorable Chair and Members, Pima County Board of Supervisors
Robin Brigode, Clerk of the Board of Supervisors