



NOTICE OF PUBLIC MEETING AND EXECUTIVE SESSION
PINAL COUNTY BOARD OF SUPERVISORS
AGENDA FOR SPECIAL SESSION
Tuesday, September 20, 2022

1:00 PM - CALL TO ORDER

PINAL COUNTY ADMINISTRATIVE COMPLEX
BOARD OF SUPERVISORS HEARING ROOM
135 N. PINAL STREET
FLORENCE, AZ 85132

BUSINESS BEFORE THE BOARD

(Consideration/Approval/Disapproval of the following:)

- (1) Discussion/approval/disapproval of the recommendation to the Arizona Department of Liquor License and Control for the Special Event License application of Haven Hospitality dba El Rancho Robles for the Oracle Community Center for an event to be held at El Rancho Robles, located at 1170 N. Rancho Robles Rd., Oracle, Arizona 85623 on:
 - Saturday, September 24, 2022, from 6:00 p.m. to 10:00 p.m.
 - Sunday, September 25, 2022, from 12:00 p.m. to 10:00 p.m.Additionally, authorizing the Clerk of the Board to execute and submit all necessary documents to the State. Supervisor District #4. (Natasha Kennedy)
- (2) Executive Session pursuant to A.R.S. 38-431.03 (A)(1)(3) for legal advice and pending litigation matter CV202201280, Shreves, et al v. Board of Supervisors of Pinal County. (Chris Keller/Leo Lew)
- (3) Discussion/approval/disapproval of providing a conflict waiver so Snell and Wilmer Attorneys Anne Meyer and Allison Bans, and staff, can provide advice to Pinal County regarding potential health benefit tax and insurance implications related to flexible spending accounts and add them to the outside counsel approved list. The County Attorney supports this addition to our list of outside counsel. (Chris Keller/Kent Volkmer)
- (4) Discussion/approval/disapproval of revisions to pnp 7.10 Community Civil Service Leave (MaryEllen Sheppard)

ADJOURNMENT

(SUPPORTING DOCUMENTS ARE AVAILABLE AT THE CLERK OF THE BOARD OF SUPERVISORS' OFFICE AND AT <https://pinal.novusagenda.com/AgendaPublic/>)

NOTE: One or more members of the Board may participate in this meeting by telephonic conference call.

The Board may go into Executive Session for the purpose of obtaining legal advice from the County's Attorney(s) on any of the above agenda items pursuant to A.R.S. 38-431.03(A)(3).

In accordance with the requirement of Title II of the Americans with Disabilities Act (ADA), the Pinal County Board of Supervisors and Pinal County Board of Directors do not discriminate against qualified individuals with disabilities admission to public meetings. If you need accommodation for a meeting, please contact the Clerk of the Board Office at (520) 866-6068, at least (3) three business days prior to the meeting (not including weekends or holidays) so that your request may be accommodated.

Meeting Notice of Posting



AGENDA ITEM

September 20, 2022 ADMINISTRATION BUILDING A
FLORENCE, ARIZONA

REQUESTED BY:

Funds #:

Dept. #:

Dept. Name:

Director:

BRIEF DESCRIPTION OF AGENDA ITEM AND REQUESTED BOARD ACTION:

Discussion/approval/disapproval of the recommendation to the Arizona Department of Liquor License and Control for the Special Event License application of Haven Hospitality dba El Rancho Robles for the Oracle Community Center for an event to be held at El Rancho Robles, located at 1170 N. Rancho Robles Rd., Oracle, Arizona 85623 on:

- Saturday, September 24, 2022, from 6:00 p.m. to 10:00 p.m.
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Additionally, authorizing the Clerk of the Board to execute and submit all necessary documents to the State. Supervisor District #4. (Natasha Kennedy)

BRIEF DESCRIPTION OF THE FISCAL CONSIDERATIONS AND/OR EXPECTED FISCAL IMPACT OF THIS AGENDA ITEM:

BRIEF DESCRIPTION OF THE EXPECTED PERFORMANCE IMPACT OF THIS AGENDA ITEM:

MOTION:

Motion: Considering the recommended approval from Building Safety, Community Development, Environmental Health, and the Pinal County Sheriff's office, **approve as presented.**

Approve as presented

History		
Time	Who	Approval
9/14/2022 3:59 PM	Clerk of the Board	Yes

ATTACHMENTS:

Click to download

- ☐ [Special Event License Application El Rancho Robles](#)
- ☐ [2022 09.20 Special Event License Application El Rancho Robles](#)

CSR:

Amount:



SPECIAL EVENT LICENSE

APPLICATION FEE \$25.00 PER DAY

Arizona Dept. of Liquor Licenses and Control
800 W. Washington St. 5th Floor Phoenix, AZ 85007
(602) 542-5141

DLLC USE ONLY

Job #:

Date Accepted:

CSR:

Type or Print with **Black Ink**

1-10 days consecutive days only, Cash, Checks or Money Orders Only

SECTION 1 Applicant must be a member of a qualifying nonprofit organization, political party, or Government entity and authorized by an Officer, Director, or Chairperson of the Organization.

1. Applicant: Haven Hospitality dba El Rancho Robles

2. Applicant's mailing address: 1170 N Rancho Robles Rd, Oracle, AZ 85623

3. Applicants home/cell phone: 520-310-5037 Street City State Zip Applicant's business phone: 520-896-7651

4. Applicant's email address: hope@elranchorobles.com

SECTION 2 Name of Non-Profit Organization, Candidate or Political Party/Gov.: Oracle Community Center

SECTION 3 Non-Profit/IRS Tax Exempt Number: 85-0373557

SECTION 4 Arizona Corporation Commission File #: 882442994 If out of State please specify: _____

SECTION 5 Event Location Name: El Rancho Robles

SECTION 6 Event Address: 1170 N Rancho Robles Rd, Oracle, AZ 85623

SECTION 7 Dates and Hours of Event. Days must be consecutive but may not exceed 10 consecutive days.

SEPARATE APPLICATION FOR EACH "NON-CONSECUTIVE" DAY

Days	Date	Day of Week	Event Start Time AM/PM	License End Time AM/PM
DAY 1:	<u>09/24/2022</u>	<u>Saturday</u>	<u>6pm</u>	<u>10pm</u>
DAY 2:	<u>09/25/2022</u>	<u>Sunday</u>	<u>12pm</u>	<u>10pm</u>
DAY 3:	_____	_____	_____	_____
DAY 4:	_____	_____	_____	_____
DAY 5:	_____	_____	_____	_____
DAY 6:	_____	_____	_____	_____
DAY 7:	_____	_____	_____	_____
DAY 8:	_____	_____	_____	_____
DAY 9:	_____	_____	_____	_____
DAY 10:	_____	_____	_____	_____

SECTION 6 What type of security and control measures will you take to prevent violations of liquor laws at this event?
(List type and number of police/security personnel and type of fencing or control barriers, if applicable.)

Number of Police _____ Number of Security Personnel _____ ☐ Fencing ☒ Barriers

Explanation: _____

alcohol garden will be in a private and fenced in area with ID check and bracelet at entry. Gate will b

SECTION 7 Will this event be held on a currently licensed premises and within the already approved premises?

☐ Yes ☒ No If yes, Local Governing Body signature is not required.

Name of Business License Number Phone (Include Area Code)

SECTION 8 How is this special event going to conduct all dispensing, serving, and selling of spirituous liquors? Please read R-19-318 for explanation and check one of the following boxes.

- ☐ Place license in non-use
☐ Dispense and serve all spirituous liquors under retailer's license
☐ Dispense and serve all spirituous liquors under special event
☐ Split premise between special event and retail location

SECTION 9 What is the purpose of this event?

☐ On-site consumption ☐ Off-site (auction/wine/distilled spirits pull) ☒ Both

SECTION 10

1. Has the applicant been convicted of a felony, or had a liquor license revoked within the last five (5) years?

☐ Yes ☒ No If yes, attach explanation.

2. How many special event days have been issued to this organization during the calendar year? none

3. Is the Organization using the services of a Licensed Contractor?

☒ Yes ☐ No If yes, please provide the Name of the Licensed Contractor: _____

4. Is the organization using the services of a series 6, 7, 11, or 12 licensee to manage the sale or service of alcohol?

☐ Yes ☒ No if yes, please provide the Name of Licensee: _____ License #: _____

5. List the name of the Individual or Organization that will receive revenues, **MUST EQUAL 100%**.

Name: Oracle Community Center Percentage: 25%

Address: 685 E American Ave, Oracle, AZ 85623
Street City State Zip

Name: _____ Percentage: _____

Address: _____
Street City State Zip

Please read A.R.S. § 4-203.02 Special event license; rules and R19-1-205 Requirements for a Special Event License.

ALL ALCOHOLIC BEVERAGE SALES MUST BE FOR CONSUMPTION AT THE EVENT SITE ONLY.

NO ALCOHOLIC BEVERAGES SHALL LEAVE A SPECIAL EVENT UNLESS THEY ARE IN AUCTION WINE OR DISTILLED SPIRITS PULL SEALED CONTAINERS OR THE SPECIAL EVENT LICENSE IS STACKED WITH WINE /CRAFT DISTILLERY FESTIVAL LICENSE.

SECTION 11 License premises diagram. The licensed premises for your special event is the area in which you are authorized to sell, dispense or serve alcoholic beverages under the provisions of your license. Please attach a diagram of your special event licensed premises. Please show dimensions, serving areas, fencing, barricades, or other control measures and security position.



If the special event will be held at a location without a permanent liquor license or if the event will be on any portion of a location that is not covered by the existing liquor license, this application must be approved by the local government before submission to the Department of Liquor Licenses and Control. Please contact the local governing board for additional application requirements and submission deadlines. Additional licensing fees may also be required before approval may be granted. For more information, please contact your local jurisdiction.

Declaration:

I, (Print Name) Hope Morris, declare under penalty of perjury that I am authorized to submit this application. I have read the contents of this application, and to the best of my knowledge believe all statements made on this application to be true, correct and complete.

DocuSigned by:

Hope Morris
Signature

Date Received: September 14, 2022

I, Natasha Kennedy Clerk of the Board recommend ☐ APPROVAL ☐ DISAPPROVAL
(Government Official) (Title)

On behalf of Pinal County 09/20/2022 520-866-6068
(City, Town, County) Signature Date Phone

☐ APPROVAL ☐ DISAPPROVAL BY: _____ DATE: _____

A.R.S. § 41-1030. Invalidity of rules not made according to this chapter; prohibited agency action; prohibited acts by state employees: enforcement; notice

B. An agency shall not base a licensing decision in whole or in part on a licensing requirement or condition that is not specifically authorized by statute, rule or state tribal gaming compact. A general grant of authority in statute does not constitute a basis for imposing a licensing requirement or condition unless a rule is made pursuant to that general grant of authority that specifically authorizes the requirement or condition.

D. This section may be enforced in a private civil action and relief may be awarded against the state. The court may award reasonable attorney fees, damages and all fees associated with the license application to a party that prevails in an action against the state for a violation of this section.

E. A state employee may not intentionally or knowingly violate this section. A violation of this section is cause for disciplinary action or dismissal pursuant to the agency's adopted personnel policy.

F. This section does not abrogate the immunity provided by section 12-820.01 or 12-820.02.

Map



1170 N Rancho Robles Rd, Oracle, AZ 85623

Rancho Robles Rd



GROUP: _____

NAME: _____

ROOM: _____

KEY CODE: _____

WIFI: _____

LAUNDRY: _____

EL RANCHO ROBLES 520-896-7651



PINAL COUNTY

WIDE OPEN OPPORTUNITY

AGENDA ITEM September 20, 2022 ADMINISTRATION BUILDING A FLORENCE, ARIZONA

REQUESTED BY:

Funds #:

Dept. #:

Dept. Name:

Director:

BRIEF DESCRIPTION OF AGENDA ITEM AND REQUESTED BOARD ACTION:

Discussion/approval/disapproval of the recommendation to the Arizona Department of Liquor License and Control for the Special Event License application of Haven Hospitality dba El Rancho Robles for the Oracle Community Center for an event to be held at El Rancho Robles, located at 1170 N Rancho Robles Rd, Oracle, Arizona 85623 on:

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Additionally, authorizing the Clerk of the Board to execute and submit all necessary documents to the State. Supervisor District #4 (Natasha Kennedy)

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BRIEF DESCRIPTION OF THE EXPECTED PERFORMANCE IMPACT OF THIS AGENDA ITEM:

MOTION:

Motion: Considering the recommended approval from Building Safety, Community Development, Environmental Health, and the Pinal County Sheriff's office, approve as presented. Approve as presented

History

Time

Who

Approval

CSR:

Amount:



SPECIAL EVENT LICENSE

APPLICATION FEE \$25.00 PER DAY

Arizona Dept. of Liquor Licenses and Control
800 W. Washington St. 5th Floor Phoenix, AZ 85007
(602) 542-5141

DLLC USE ONLY

Job #:

Date Accepted:

CSR:

Type or Print with **Black Ink**1-10 days consecutive days only, *Cash, Checks or Money Orders Only*

SECTION 1 Applicant must be a member of a qualifying nonprofit organization, political party, or Government entity and authorized by an Officer, Director, or Chairperson of the Organization.

1. Applicant: Haven Hospitality dba El Rancho Robles
2. Applicant's mailing address: 1170 N Rancho Robles Rd, Oracle, AZ 85623
3. Applicants home/cell phone: 520-310-5037 Applicant's business phone: 520-896-7651
4. Applicant's email address: hope@elranchorobles.com

SECTION 2 Name of Non-Profit Organization, Candidate or Political Party/Gov.: Oracle Community Center

SECTION 3 Non-Profit/IRS Tax Exempt Number: 85-0373557

SECTION 4 Arizona Corporation Commission File #: 882442994 If out of State please specify: _____

SECTION 5 Event Location Name: El Rancho Robles

SECTION 6 Event Address: 1170 N Rancho Robles Rd, Oracle, AZ 85623

SECTION 7 Dates and Hours of Event. Days must be consecutive but may not exceed 10 consecutive days.

****SEPARATE APPLICATION FOR EACH "NON-CONSECUTIVE" DAY****

Days	Date	Day of Week	Event Start Time AM/PM	License End Time AM/PM
DAY 1:	<u>09/24/2022</u>	<u>Saturday</u>	<u>6pm</u>	<u>10pm</u>
DAY 2:	<u>09/25/2022</u>	<u>Sunday</u>	<u>12pm</u>	<u>10pm</u>
DAY 3:	_____	_____	_____	_____
DAY 4:	_____	_____	_____	_____
DAY 5:	_____	_____	_____	_____
DAY 6:	_____	_____	_____	_____
DAY 7:	_____	_____	_____	_____
DAY 8:	_____	_____	_____	_____
DAY 9:	_____	_____	_____	_____
DAY 10:	_____	_____	_____	_____

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(List type and number of police/security personnel and type of fencing or control barriers, if applicable.)

Number of Police _____ Number of Security Personnel _____ ☐ Fencing ☒ Barriers

Explanation: _____

alcohol garden will be in a private and fenced in area with ID check and bracelet at entry. Gate will b

SECTION 7 Will this event be held on a currently licensed premises and within the already approved premises?

☐ Yes ☒ No If yes, Local Governing Body signature is not required.

Name of Business _____

License Number _____

Phone (Include Area Code) _____

SECTION 8 How is this special event going to conduct all dispensing, serving, and selling of spirituous liquors? Please read R-19-318 for explanation and check one of the following boxes.

- ☐ Place license in non-use
☐ Dispense and serve all spirituous liquors under retailer's license
☐ Dispense and serve all spirituous liquors under special event
☐ Split premise between special event and retail location

SECTION 9 What is the purpose of this event?

☐ On-site consumption ☐ Off-site (auction/wine/distilled spirits pull) ☒ Both

SECTION 10

1. Has the applicant been convicted of a felony, or had a liquor license revoked within the last five (5) years?
☐ Yes ☒ No If yes, attach explanation.

2. How many special event days have been issued to this organization during the calendar year? none

3. Is the Organization using the services of a Licensed Contractor?

☒ Yes ☐ No If yes, please provide the Name of the Licensed Contractor: _____

4. Is the organization using the services of a series 6, 7, 11, or 12 licensee to manage the sale or service of alcohol?

☐ Yes ☒ No if yes, please provide the Name of Licensee: _____ License #: _____

5. List the name of the Individual or Organization that will receive revenues, **MUST EQUAL 100%**.

Name: Oracle Community Center Percentage: 25%

Address: 685 E American Ave, Oracle, AZ 85623

 Street City State Zip

Name: _____ Percentage: _____

Address: _____

 Street City State Zip

CSR:

Amount:



BYOB (EXEMPTION)

A NON-REFUNDABLE \$50 FEE WILL APPLY

Arizona Dept. of Liquor Licenses and Control
800 W. Washington St. 5th Floor Phoenix, AZ 85007
(602) 542-5141

DLIC USE ONLY

Job #:

Date Accepted:

CSR:

License #:

Type or Print with **Black Ink**

This exemption allows customers to bring limited amounts of their own liquor on to the premises to drink.

The BYOB permit is valid for 12 months from the date of approval. A new application must be submitted each year with each application. For uninterrupted status, submit a new application 45 days prior to expiration.

I, Haven Hospitality		doing business as El Rancho Robles	
Applicant's Name		Premises Name	
Premises Location Address: 1170 N Rancho Robles	Oracle	Pinal	85623
Street Address	City	County	Zip Code
Mailing Address: 1170 N Rancho Robles	Oracle	Pinal	85623
All correspondence will be sent to this address Street Address	City	County	Zip Code
520-310-5037	hope@elranchorobles.com		
Daytime Phone Number	Applicant's Email Address		

Is this your first Unlicensed Exemption? ☒ Yes ☐ No if no, when does your exemption expire? ____/____/____

I hereby request permission from the Department of Liquor to allow my patrons to consume liquor on my unlicensed premises. I have read Arizona statute A.R.S. §4-244.05 and regulation A.A.C. R19-1-324. I declare that my business qualifies for exemption under A.A.C. R19-1-324 as a:

- ☒ Small Restaurant (**occupancy of 50 or less**) allowing alcohol consumption between Noon-10:00 p.m. and shall not allow a patron to possess or consume more than **40 ounces of beer, 750 ml of wine or 4 ounces of distilled spirits per visit. Include a diagram of premise and certificate of occupancy when submitting application.**
- ☐ Association/Business Hosting a Private Function (does not exceed the 300 member/patrons), allowing alcohol consumption between 4:00 p.m.-2:00 a.m. and shall not allow a patron to possess or consume more than **40 ounces of beer, 750 ml of wine or 4 ounces of distilled spirits per visit. Include a diagram of premise when submitting application.**
- ☒ I hereby agree to comply with Arizona statute A.R.S. §4-244.05 and regulation A.A.C. R19-1-324 while conducting business at this location.
- ☒ I understand that any violations of these rules may result in a fine & civil penalty A.R.S. §4-244.05(A) and (C).

I, (Print Full Name) **Hope Morris**, declare under penalty of perjury that I have read the contents of this application, and to the best of my knowledge believe all statements made to be true, correct and complete.

Applicant Signature: _____

FOR DEPARTMENT OF LIQUOR USE ONLY

☐ Approval ☐ Disapproval Officer Signature: _____ Date: _____

Please read A.R.S. § 4-203.02 Special event license; rules and R19-1-205 Requirements for a Special Event License.

ALL ALCOHOLIC BEVERAGE SALES MUST BE FOR CONSUMPTION AT THE EVENT SITE ONLY.

NO ALCOHOLIC BEVERAGES SHALL LEAVE A SPECIAL EVENT UNLESS THEY ARE IN AUCTION WINE OR DISTILLED SPIRITS PULL SEALED CONTAINERS OR THE SPECIAL EVENT LICENSE IS STACKED WITH WINE /CRAFT DISTILLERY FESTIVAL LICENSE.

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If the special event will be held at a location without a permanent liquor license or if the event will be on any portion of a location that is not covered by the existing liquor license, this application must be approved by the local government before submission to the Department of Liquor Licenses and Control. Please contact the local governing board for additional application requirements and submission deadlines. Additional licensing fees may also be required before approval may be granted. For more information, please contact your local jurisdiction.

Declaration:

I, (Print Name) Hope Morris, declare under penalty of perjury that I am authorized to submit this application. I have read the contents of this application, and to the best of my knowledge believe all statements made on this application to be true, correct and complete.

DocuSigned by:

Hope Morris
Signature

Date Received: September 14, 2022

I, Notasha Kennedy Clerk of the Board recommend ☒ APPROVAL ☐ DISAPPROVAL
(Government Official) (Title)

On behalf of Pinal County [Signature] 09/20/2022 520-846-16068
(City, Town, County) Signature Date Phone

☐ APPROVAL ☐ DISAPPROVAL BY: _____ DATE: _____

A.R.S. § 41-1030. Invalidity of rules not made according to this chapter; prohibited agency action; prohibited acts by state employees: enforcement; notice

B. An agency shall not base a licensing decision in whole or in part on a licensing requirement or condition that is not specifically authorized by statute, rule or state tribal gaming compact. A general grant of authority in statute does not constitute a basis for imposing a licensing requirement or condition unless a rule is made pursuant to that general grant of authority that specifically authorizes the requirement or condition.

D. This section may be enforced in a private civil action and relief may be awarded against the state. The court may award reasonable attorney fees, damages and all fees associated with the license application to a party that prevails in an action against the state for a violation of this section.

E. A state employee may not intentionally or knowingly violate this section. A violation of this section is cause for disciplinary action or dismissal pursuant to the agency's adopted personnel policy.

F. This section does not abrogate the immunity provided by section 12-820.01 or 12-820.02.

Ranch Map



1170 N Rancho Robles Rd, Oracle, AZ 85623

Rancho Robles Rd



GROUP: _____

NAME: _____

ROOM: _____

KEY CODE: _____

WIFI: _____

LAUNDRY: _____

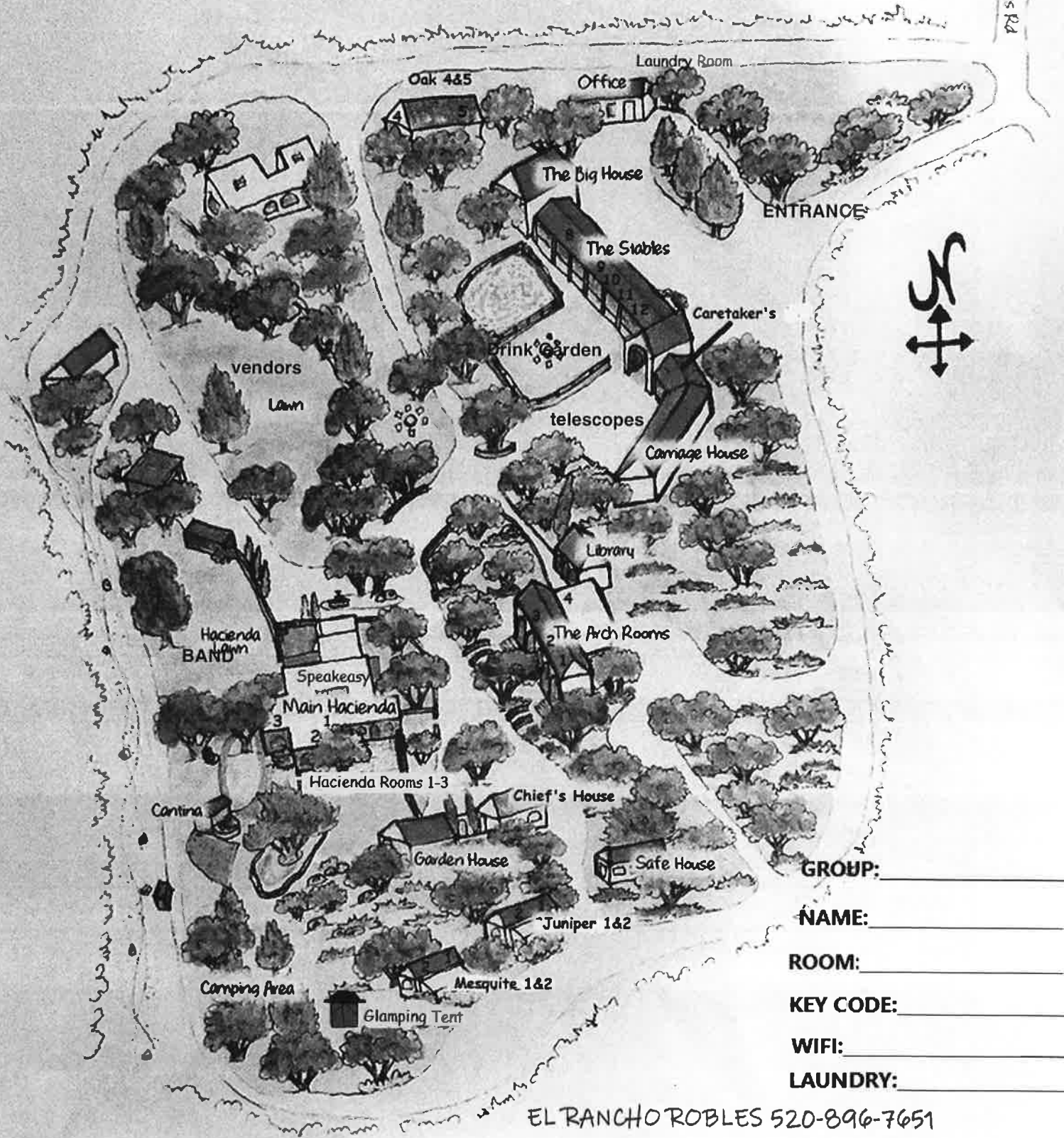
EL RANCHO ROBLES 520-896-7651

Ranch Map



1170 N Rancho Robles Rd, Oracle, AZ 85623

Rancho Robles Rd



GROUP: _____

NAME: _____

ROOM: _____

KEY CODE: _____

WIFI: _____

LAUNDRY: _____

EL RANCHO ROBLES 520-896-7651



AGENDA ITEM

September 20, 2022 ADMINISTRATION BUILDING A
FLORENCE, ARIZONA

REQUESTED BY:

Funds #:

Dept. #:

Dept. Name:

Director:

BRIEF DESCRIPTION OF AGENDA ITEM AND REQUESTED BOARD ACTION:

Executive Session pursuant to A.R.S. 38-431.03 (A)(1)(3) for legal advice and pending litigation matter CV202201280, Shreves, et al v. Board of Supervisors of Pinal County. (Chris Keller/Leo Lew)

BRIEF DESCRIPTION OF THE FISCAL CONSIDERATIONS AND/OR EXPECTED FISCAL IMPACT OF THIS AGENDA ITEM:

BRIEF DESCRIPTION OF THE EXPECTED PERFORMANCE IMPACT OF THIS AGENDA ITEM:

MOTION:

History	Who	Approval
Time		

ATTACHMENTS:

[Click to download](#)

No Attachments Available



AGENDA ITEM

September 20, 2022 ADMINISTRATION BUILDING A
FLORENCE, ARIZONA

REQUESTED BY:

Funds #:

Dept. #:

Dept. Name: County Attorney

Director: Kent Volkmer

BRIEF DESCRIPTION OF AGENDA ITEM AND REQUESTED BOARD ACTION:

Discussion/approval/disapproval of providing a conflict waiver so Snell and Wilmer Attorneys Anne Meyer and Allison Bans, and staff, can provide advice to Pinal County regarding potential health benefit tax and insurance implications related to flexible spending accounts and add them to the outside counsel approved list. The County Attorney supports this addition to our list of outside counsel. (Chris Keller/Kent Volkmer)

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MOTION:

History		
Time	Who	Approval

ATTACHMENTS:

[Click to download](#)

No Attachments Available



AGENDA ITEM

September 20, 2022 ADMINISTRATION BUILDING A
FLORENCE, ARIZONA

REQUESTED BY:

Funds #:

Dept. #:

Dept. Name:

Director:

BRIEF DESCRIPTION OF AGENDA ITEM AND REQUESTED BOARD ACTION:

Discussion/approval/disapproval of revisions to pnp 7.10 Community Civil Service Leave (MaryEllen Sheppard)

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BRIEF DESCRIPTION OF THE EXPECTED PERFORMANCE IMPACT OF THIS AGENDA ITEM:

MOTION:

Approve as presented

History	Who	Approval
Time		
9/16/2022 8:46 AM	County Attorney	Yes
9/16/2022 10:10 AM	Budget Office	Yes
9/16/2022 10:32 AM	County Manager	Yes
9/16/2022 10:34 AM	Clerk of the Board	Yes

ATTACHMENTS:

Click to download

☐ [PNP 7.10 Community Civil Service Leave \(Revisions\)](#)

☐ [PNP 7.10 Community Civil Service Leave \(Clean\)](#)

Subject: COMMUNITY CIVIL SERVICE LEAVE —~~PILOT PROJECT~~

Date: ~~September 20, 2022~~ March 25, 2020

Pages: 1 of 3

Replaces Policies Dated: January 1, 2020 and March 25, 2020

PURPOSE: To establish policy covering the usage of Community Civil Service Leave as paid status leave. Community Civil Service Leave is paid voluntary leave authorized to support activities that enhance and serve the communities in Pinal County and the issues that impact quality of life for its residents.

SCOPE: This policy applies to ~~all full-time~~ Pinal County Employees. ~~During the pilot program the number of program participants will be limited to 100 employees per calendar year.~~ Elected Officials, ~~part-time~~, temporary, and seasonal employees are not eligible. To be eligible, an employee must be off initial probation and meeting performance standards.

PROCEDURE: Use of ~~twenty-four (24)~~ four (4) ~~or eight (8)~~ hours of paid Community Civil Service Leave may be preapproved by the Appointing Authority for an employee to use in a single calendar year in order to volunteer for an approved agency or organization in Pinal County. Approved employees will be responsible for their own transportation to their designated volunteer site where they have chosen to assist for that day. This leave is separate from an employee's vacation leave.

1. Eligibility

- A. ~~All regular full-time~~ Employees are eligible ~~to take for up to twenty-four (24)~~ eight (8) hours of Community Civil Service Leave in a calendar year.
- B. Employees are ineligible to participate if any of the following apply:
 1. The employee is on initial probation.
 2. The employee is on a Performance Improvement Record.
 3. The employee is on modified or light duty.
 4. The employee does not meet minimum performance standards based on their most recent performance appraisal or current supervisory records.

5. Participation would create a staffing shortage at the employee's principle place of employment.

2. Approved Agencies and Organizations

- A. Pinal County non-profit organizations and Pinal County events authorized by the Board of Supervisors or the County Manager, or designee.

- B. ~~The United Way of Pinal County per contract with the Pinal County Board of Supervisors will provide (3) three Community Civil Service Leave opportunities within Pinal County from which an employee can select.~~

BC. Employees cannot take this leave within their own department but employees are encouraged to volunteer with other County departments or elected offices.

3. Approval Process

- A. ~~Twenty-four (24) Eight (8)~~ hours of Community Civil Service Leave is available for use by each eligible employee on January 1st of each year, or for new hires at the successful completion of their initial probationary period. To request use of the leave, employees must:

1. Submit a request to their immediate supervisor requesting use of the leave.
2. The request shall include the date and amount of voluntary leave time sought. The request must be submitted in the same manner used for vacation leave unless the Appointing Authority has established an alternative process.

- B. Supervisors may schedule and allow employees to take Community Civil Service Leave whenever workloads and staffing requirements allow. Supervisors are encouraged to allow employees to take leave. However, supervisors have the discretion to modify, limit, or deny an employee's request based upon the needs of the Department or Office.

- C. Upon completion of the leave, employees shall provide their immediate supervisor with documentation confirming the volunteer hours performed in order to receive credit for Community Civil Service Leave. The following is acceptable documentation for this purpose: Event flyer or email/letter from the approved nonprofit organization United Way-affiliated agency or county department coordinator, with the date/time documenting the employee's volunteer service hours.

- D. Employees who fail to submit the required documentation in accordance with procedures established by this Policy and their Appointing Authority will have the leave designated as Leave without Pay.

4. Limits of Use

- A. No Community Civil Service Leave event may be approved retroactively. Only those events receiving prior approval consistent with this Policy may be designated as Community Civil Service Leave.
- B. Community Civil Service Leave may only be used during the employee's regularly scheduled shift and should not create an overtime situation.
- C. Regular hours worked plus any volunteer Community Civil Service Leave hours may not exceed the total regularly scheduled number of hours for the workweek in which the leave is used.
- D. Allotted Community Civil Service Leave hours which are not used during the calendar year are forfeited. No unused time shall roll over into the following year.
- E. Community Civil Service Leave is a privilege. Pinal County reserves the right to revoke the Policy or approval for any employee's participation for any reason.

COMMUNITY SERVICE AGREEMENTS: It is common practice for a non-profit organization or charity to ask volunteers to sign a volunteer agreement or waiver. These types of documents release the organizations of any responsibility and/or fault if an injury, illness or accident occurs. We encourage all employees to read these agreements before signing. Not all non-profit organizations or charities will require such a form be signed.

QUESTIONS: The employee Community Civil Service Leave ~~Pilot~~ Program is a voluntary privilege; participation in this program is entirely voluntary. If you have any questions, comments, or feedback, please contact your Human Resource Representative.

Subject: COMMUNITY CIVIL SERVICE LEAVE

Date: September 20, 2022

Pages: 1 of 3

Replaces Policies Dated: January 1, 2020 and March 25, 2020

PURPOSE: To establish policy covering the usage of Community Civil Service Leave as paid status leave. Community Civil Service Leave is paid voluntary leave authorized to support activities that enhance and serve the communities in Pinal County and the issues that impact quality of life for its residents.

SCOPE: This policy applies to Pinal County Employees. Elected Officials, temporary, and seasonal employees are not eligible. To be eligible, an employee must be off initial probation and meeting performance standards.

PROCEDURE: Use of twenty-four (24) hours of paid Community Civil Service Leave may be preapproved by the Appointing Authority for an employee to use in a single calendar year in order to volunteer for an approved agency or organization in Pinal County. Approved employees will be responsible for their own transportation to their designated volunteer site where they have chosen to assist for that day. This leave is separate from an employee's vacation leave.

1. Eligibility

- A. Employees are eligible to take up to twenty-four (24) hours of Community Civil Service Leave in a calendar year.
- B. Employees are ineligible to participate if any of the following apply:
 - 1. The employee is on initial probation.
 - 2. The employee is on a Performance Improvement Record.
 - 3. The employee is on modified or light duty.
 - 4. The employee does not meet minimum performance standards based on their most recent performance appraisal or current supervisory records.

5. Participation would create a staffing shortage at the employee's principle place of employment.

2. Approved Agencies and Organizations

- A. Pinal County non-profit organizations and Pinal County events authorized by the Board of Supervisors or the County Manager, or designee.
- B. Employees cannot take this leave within their own department but employees are encouraged to volunteer with other County departments or elected offices.

3. Approval Process

- A. Twenty-four (24) hours of Community Civil Service Leave is available for use by each eligible employee on January 1st of each year, or for new hires at the successful completion of their initial probationary period. To request use of the leave, employees must:
 1. Submit a request to their immediate supervisor requesting use of the leave.
 2. The request shall include the date and amount of voluntary leave time sought. The request must be submitted in the same manner used for vacation leave unless the Appointing Authority has established an alternative process.
- B. Supervisors may schedule and allow employees to take Community Civil Service Leave whenever workloads and staffing requirements allow. Supervisors are encouraged to allow employees to take leave. However, supervisors have the discretion to modify, limit, or deny an employee's request based upon the needs of the Department or Office.
- C. Upon completion of the leave, employees shall provide their immediate supervisor with documentation confirming the volunteer hours performed in order to receive credit for Community Civil Service Leave. The following is acceptable documentation for this purpose: Event flyer or email/letter from the approved non-profit organization or county department coordinator, with the date/time documenting the employee's volunteer service hours.
- D. Employees who fail to submit the required documentation in accordance with procedures established by this Policy and their Appointing Authority will have the leave designated as Leave without Pay.

4. Limits of Use

- A. No Community Civil Service Leave event may be approved retroactively. Only those events receiving prior approval consistent with this Policy may be designated as Community Civil Service Leave.

- B. Community Civil Service Leave may only be used during the employee's regularly scheduled shift and should not create an overtime situation.
- C. Regular hours worked plus any volunteer Community Civil Service Leave hours may not exceed the total regularly scheduled number of hours for the workweek in which the leave is used.
- D. Allotted Community Civil Service Leave hours which are not used during the calendar year are forfeited. No unused time shall roll over into the following year.
- E. Community Civil Service Leave is a privilege. Pinal County reserves the right to revoke the Policy or approval for any employee's participation for any reason.

COMMUNITY SERVICE AGREEMENTS: It is common practice for a non-profit organization or charity to ask volunteers to sign a volunteer agreement or waiver. These types of documents release the organizations of any responsibility and/or fault if an injury, illness or accident occurs. We encourage all employees to read these agreements before signing. Not all nonprofit organizations or charities will require such a form be signed.

QUESTIONS: The employee Community Civil Service Leave Program is a voluntary privilege; participation in this program is entirely voluntary. If you have any questions, comments, or feedback, please contact your Human Resource Representative.



AGENDA ITEM

September 20, 2022 ADMINISTRATION BUILDING A
FLORENCE, ARIZONA

REQUESTED BY:

Funds #:

Dept. #:

Dept. Name:

Director:

BRIEF DESCRIPTION OF AGENDA ITEM AND REQUESTED BOARD ACTION:

Meeting Notice of Posting

BRIEF DESCRIPTION OF THE FISCAL CONSIDERATIONS AND/OR EXPECTED FISCAL IMPACT OF THIS AGENDA ITEM:

BRIEF DESCRIPTION OF THE EXPECTED PERFORMANCE IMPACT OF THIS AGENDA ITEM:

MOTION:

History	Who	Approval
Time		

ATTACHMENTS:

Click to download

☐ [Notice of Posting](#)



PINAL COUNTY
WIDE OPEN OPPORTUNITY

MEETING NOTICE OF POSTING

STATE OF ARIZONA

COUNTY OF PINAL

I, Natasha Kennedy, being duly sworn upon her oath, says as follows:

I am the appointed Clerk of the Pinal County Board of Supervisors.

In my position as Clerk of the Board of Supervisors and Board of Directors, I am responsible for posting all Agendas.

Pursuant to A.R.S. 38-431.02 notice is hereby given that the Pinal County Board of Supervisors will hold a Special Session meeting on **Tuesday, September 20, 2022 at 1:00 p.m.** in the Board Hearing Room, 1891 Historic Courthouse, Administrative Complex, located at 135 N. Pinal Street, Florence, Arizona 85132.

Board Meetings are broadcasted live and the public may access the meeting at <https://www.pinalcountyaz.gov/bos/Pages/LiveStreaming.aspx>

Board Agendas are available at <https://pinal.novusagenda.com/AgendaPublic/>

At any time during business hours, citizens may reach the Clerk of the Board Office at (520) 866-6068 or via email at ClerkoftheBoard@pinal.gov for information about Board meeting participation.

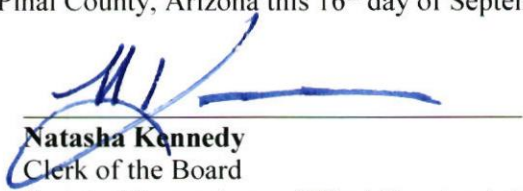
Note: One or more members of the Board may participate in this meeting by telephonic conference call.

I hereby further certify that I caused to be posted this Friday, September 16, 2022, around 1:00 PM the Special Session Agenda, and Executive Session as follows:

1. A kiosk located outside the front entrance to The Old Historical Courthouse, Administrative Complex Building, 135 North Pinal Street, Florence, Arizona 85132
2. County website under Meetings located at www.pinal.gov
3. Emailed the NOVUS Agenda Distribution List and Clerk of the Board Notification Distribution List

WITNESS my official signature and corporate seal of Pinal County, Arizona this 16th day of September, 2022.




Natasha Kennedy
Clerk of the Board
Board of Supervisors of Pinal County, Arizona

CLERK OF THE BOARD OF SUPERVISORS

1891 Historic Courthouse | 135 North Pinal Street | P.O. Box 827 | Florence, AZ 85132 | T: 520-866-6068
www.pinal.gov