Gila County Policy Community Agency and Economic Development Funding	Policy Number: BOS-FIN-016 Adopted by BOS: 02-05-2013 Revised: 00-00-0000	Page 1 of 1

I. **PURPOSE**:

The Community Agency and Economic Development Funding Policy is adopted to allow the Gila County Board of Supervisors and staff to provide economic development activities by funding non-profit entities, (community agencies), cities, towns and other governmental agencies in Gila County to perform economic development services and activities.

DEPARTMENTS AFFECTED: All Gila County Divisions/Departments and Elected Offices.

II. **POLICY**:

It is the policy of the Gila County Board of Supervisors to annually consider funding for non-profit entities (community agencies), cities, towns, and other governmental agencies for economic development activities which the Gila County Board of Supervisors determines are for the benefit of the public in conformance with Arizona Revised Statutes §11-254. Contribution for economic development; and §11-254.04. Expenditures for economic development; definition.

SIGNATURES:

Michael A Pastor — 2/5/13

CHAIRMAN, BOARD OF SUPERVISORS — **DATE**

+ See attached administrative procedures.

GILA COUNTY COMMUNITY AGENCY AND ECONOMIC DEVELOPMENT FUNDING PROCEDURES

I. DEFINITIONS:

NONE

II. PROCEDURES:

A. General Requirements and Objective

Annually, County staff shall develop a Community Agency and Economic Development Funds list consisting of non-profit entities (community agencies), cities, towns and other governmental agencies to be considered for funding in the next annual budget. The list shall be made up of agencies funded in the previous budget year and any new or known requests for the upcoming budget year.

The list is for staff purposes only and will not be published in the budget, but will be used each year to establish the proposed funding levels for the budget line items of Constituent Funds – Districts I, II, and III, the Community Agency Fund, and the Community/Economic Development Fund. Agencies not included on the list may be considered for funding depending upon the availability of funds.

B. Consideration for Funding

Eligible recipients of funding are limited to non-profit agencies, cities, towns or other governmental agencies. The purpose of the funding shall be to provide services to the public which Gila County is authorized to provide in conformance with Arizona Revised Statute §11-251. Powers of the board; or for economic development activities which the Gila County Board of Supervisors determines are for the benefit of the public in conformance with Arizona Revised Statute §11-254. Contribution for economic development; and §11-254.04. Expenditures for economic development; definition.

When a request is being considered for funding, Gila County may, with mutual consent of the recipient, provide in-kind services, man power, equipment, and material in lieu of funding to meet the needs of specific requests.

C. Funding Process

1. Funding requests must be submitted to the Gila County Finance Department on the letterhead of the non-profit entity, city, town or other governmental agency.

2. Gila County will provide an intergovernmental agreement, a memorandum of understanding or a contract which enumerates the specific services or activities to be funded and provided. The intergovernmental agreement, memorandum of understanding or contract must be signed by both parties.

3. Non-profit entities are defined as those enjoying federal tax exempt status with the Internal Revenue Service.

4. Proof of non-profit tax exempt status must be furnished with the intergovernmental agreement, memorandum of understanding or contract.

D. Constituent Funds

Annually, Constituent Funds are appropriated for each of the three (3) members of the Gila County Board of Supervisors for use within their respective districts for purposes each Supervisor deems appropriate. While these discretionary funds can be used for a wide range of projects, services, and activities, each Supervisor is bound by Arizona law and Gila county policies in their use. For example:

1. The use of Constituent Funds to hire temporary employees is subject to all of Gila County's open and competitive recruiting, selection and hiring policies and procedures.

2. The use of Constituent Funds to support non-profit entities, cities, towns and other governmental agencies that provide services to the public which the Gila County Board of Supervisors is authorized to provide, or for economic development activities which are determined to benefit the public, are subject to the customary process and requirements of an intergovernmental agreement, memorandum of understanding or contract.

3. The use of Constituent Funds to purchase products, goods or services is subject to all Gila County open and competitive bidding and award policies and procedures.

4. Any other use of Constituent Funds not enumerated above is subject to prior approval of the Gila County Board of Supervisors.

E. Hiring Temporary Employees

1. Submit a "Request to Post" and a "Payroll Authorization" to the Gila County Human Resources Department. (Note: Allow a minimum of three (3) weeks to hire a temporary employee).

   The "Request to Post" shall include:

   a) A description of the specific Gila County purpose and task to be accomplished
   b) The job classification title and its salary, grade, and step.
   c) The name of the department/division or elected office to whom the temporary employee will report (County elected official or department/division director will assign a direct supervisor).
   d) The start and end date of the temporary position.

2. All temporary positions shall be posted and/or advertised for a minimum of five (5) regular working days.

3. Hiring will be based upon the results of an interview and background check of the qualified applicants.

4. The "effective date" of hire cannot precede the interview completion date.