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(602) 252-5521 fax: (602) 253-3227

**COUNTY SUPERVISORS ASSOCIATION
BOARD OF DIRECTORS
AGENDA
March 21, 2019
Boardrooms A and B
(Teleconference and Webinar Available)
County Supervisors Association
1905 W. Washington St.
Phoenix, AZ**

10:00 a.m. Call to Order / Prayer / Pledge ~ *President Russell McCloud*

- 1) Administrative Matters
 - ❖ Approval of the Minutes of the February 21, 2019, Board of Directors Meeting (*previously distributed*)
 - ❖ Approval of the Revised Minutes of the March 15, 2019, Legislative Policy Committee Meeting (*previously distributed*)
- 2) The Honorable Kimberly Yee, Arizona State Treasurer
- 3) CSA Legislative Report
 - ❖ CSA Financial Priorities
 - Action Alert: [SB 1140 county contributions; committed youth; repeal](#). (*Leach*)
 - Action Alert: [HB 2429 appropriations; EORP contributions; counties](#) (*Thorpe*) / [SB 1293 approp; EORP contributions; counties](#) (*Gowan*)
 - Action Alert: Taxation of Online Remote Purchases
 - ❖ CSA Adopted Proposals
 - ❖ Other Issues / Legislation
- 4) Federal Update
 - ❖ PILT/SRS
 - ❖ Waters of the U.S. Rule Revision
- 5) NACo Report
 - ❖ NACo TestIT Mobile Application ([iPhone](#), [Android](#))
 - ❖ National Association of Counties ~ CSA NACo Board Representative Manny Ruiz, Santa Cruz County
 - ❖ Western Interstate Region ~ CSA WIR Board Representatives Tommie Martin, Gila County, and Liz Archuleta, Coconino County
 - ❖ NACo Processes
 - NACo Steering Committee Process: Deadline May 1, 2019
 - NACo Presidential Leadership and Committee Appointments Process (*process not yet begun*)
 - ❖ Upcoming: National County Government Month, April 2019: Theme: "Connecting the Unconnected"
 - Proclamation Issued by the Governor
 - ❖ Upcoming: NACo Western Interstate Region Conference, May 15-17, 2019
 - ❖ Upcoming: NACo Annual Conference, July 12-15, 2019
- 6) County Managers Association Report
 - ❖ AOC Committee on Technology – Court Technology Fee
 - ❖ 2020 U.S. Census and Redistricting
- 7) County Caucus Reports
- 8) Other Business (*Next Board Meeting: April 18, 2019*)
- 9) Adjourn

PLEASE POST NO LATER THAN 10:00 A.M., WEDNESDAY, MARCH 20, 2019

Attendance may occur by teleconference or videoconference

The County Supervisors Association Board of Directors may vote to order an executive session for the purposes of discussion on any of the agenda items. A.R.S. § 38-431.03(A)(1), (3), (4), and (5).

[PLEASE NOTE: 1:15 p.m. following the CSA Board meeting, please stay and join R. J. Cardin, Director, Maricopa County Parks and Recreation Department, for a briefing on the Sun Corridor Trail]

Tax Equity for Arizona Retailers



Sales tax equity in Arizona



Were you aware that Arizona law currently treats out of state retailers more favorably than their in-state counterparts?

Prior to June 2018 states were precluded from imposing a sales tax on purchases made by remote (out-of-state) sellers; however, in June of last year the US Supreme Court, in South Dakota v. Wayfair overturned past Court precedent thereby allowing states to equitably tax remote sellers.

It is now time for Arizona to take action and ensure equity for our in-state retailers.

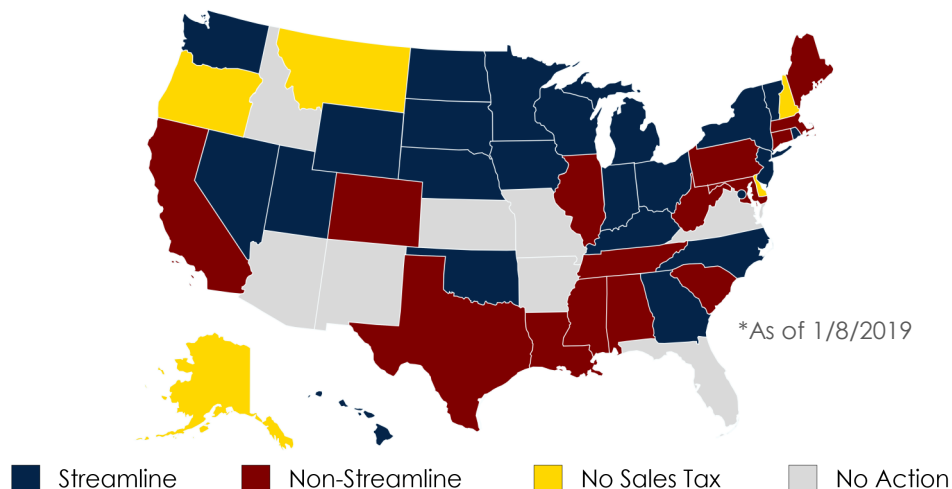
Our coalition has proposed Marketplace Facilitators; Nexus legislation that will do the following:

1. Provides long-awaited tax equity for Arizona businesses that support our community and provide jobs
2. Provides a safe harbor for small out-of-state sellers
3. Applies prospectively
4. Ensures that the City and State tax bases in the retail classification will have uniform definitions
5. Requires Marketplace Facilitators (Amazon, Walmart, Ebay, etc.) to collect and remit for 3rd party sellers
6. Builds on legislatures action on simplification when it created a single point of tax collection and administration, licensing, and auditing (DOR)
7. Removes burdens from consumers by placing TPT collection and remittance responsibility on the seller rather than requiring consumers to track and report their use tax for online purchases

Is Arizona falling behind the rest of the country?

Following the Wayfair decision 37 of the 45 states (and the District of Columbia) who have a state sales tax have taken action ensuring equitable tax treatment for in-state businesses by imposing economic nexus laws on remote sellers; **Arizona is an outlier on this issue.**

States who have taken action on economic nexus



Talking Points in Support of Creating Tax Equity for Online Remote Purchases

3-20-19

Creating an Economic Nexus Standard Evens the Playing Field

In 2018, the U.S. Supreme court reversed what had for 26 years been a practical barrier to creating a level playing field.

The Supreme Court ruling paves the way for Arizona to do what 37 other states have done and establish an “economic nexus” standard. An economic nexus standard is simply a requirement that companies selling over \$100,000 in products in a calendar year begin adhering to Arizona state tax laws the next year. That means on-line sellers will need to remit state, county and city sales taxes.

Local Arizona retailers no longer will be put at a 7.5% or 8% tax disadvantage.

Failure to act leaves in place a policy in law that favors out of state retailers.

This levels the playing field; it requires companies selling a significant amount of product into Arizona to pay no more than we already require of our own Arizona companies.

Erosion of the Sales Tax Base

As sales move from face-to-face retail to online, state and local sales tax revenues are impacted. This is evidenced by slower or lower year-over-year growth rates. We have seen this in our county sales tax collections that support our general funds and specific county operations.

The overall percentage of total retail moving towards online has increased every year and is expected to continue.

Although some online retailers located outside of Arizona are collecting sales taxes on the sales they make into the state, many do not and until the law is changed, it is not required. This puts Arizona retailers at a comparative disadvantage-especially on large purchases.

When Arizona businesses lose sales to out of state on-line retailers because these retailers are not required to collect sales taxes, Arizonans lose—Reduced business volume means fewer jobs, less retail and warehouse space and lower overall incomes, which means less consumer spending in total----less jobs, less income and lower sales tax.

Not a Tax Increase

For the most part, consumers are required to pay a use tax on their out of state purchases.

The U.S. Supreme Court noted that “self-compliance” to a use tax is an ineffective tax policy. Suggesting that consumers and businesses should track their online purchases, determine which ones were not taxed at purchase and then assess themselves a use tax on an annual basis is not practical.

Arizona’s laws related to use tax are incomplete, in that not all sales taxes are coupled with a matching use tax. This is a result of poor existing tax policy.

Opponents of tax equity who suggest businesses are self-assessing a use tax at a lower rate than the existing TPT rates at their Arizona business locations are simply exploiting bad tax policy that gives out of state retailers an advantage.-----
State Policy Should Not Pick Winners and Losers-Market Competition Should do that.

MOBILE APP LAUNCH

Introduction

Accurate connectivity data is the foundation for investments in broadband infrastructure. Unfortunately, connectivity data provided to the Federal Communications Commission is often inaccurate and inflated – leaving many rural communities overlooked and disconnected.

NACo has partnered with the Local Initiatives Support Corporation (LISC) and the Rural Community Assistance Partnership (RCAP) to develop a mobile app designed to identify areas with low or no connectivity to help ensure adequate funding for broadband infrastructure is provided across the country.

“TestIT” is an iOS/Android mobile app that leverages a broadband sampling tool designed by Measurement Labs (MLabs) to aggregate broadband speeds across the country from app users. With the press of a single button, users will be able to test their broadband speed from anywhere. Additionally, users will be able to compare their internet speeds to the national average and minimum standards established by the Federal Communications System. **No personal information will be collected through this mobile app.**

A snapshot of each sample will be sent to a database which will allow NACo and partners to analyze connectivity data across the country. The data collected through this app will help identify areas where broadband service is overstated and underfunded by comparing the data to the National Broadband Map.

Your help identifying gaps in our nation’s broadband coverage is critical to making substantive changes to the process for reporting broadband service. We hope you will help shed light on this critically important issue and encourage your friends, family and constituents to join in the efforts as well!



Find us in the app store!



Get Started!

1. Locate the iOS/Android App Store on your phone

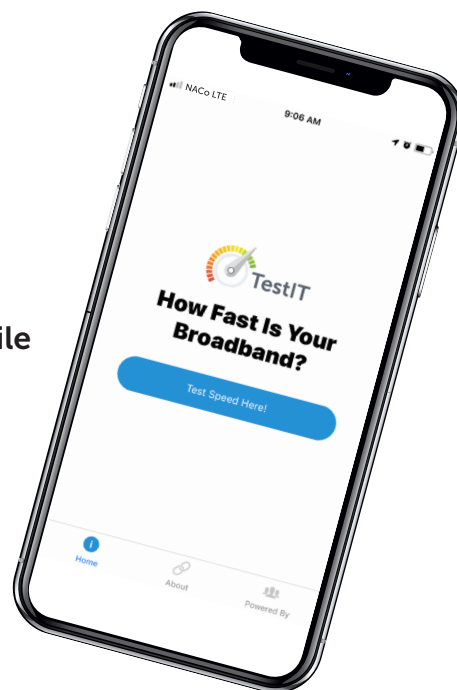


2. Search for “TestIT” in your mobile app store



3. Download TestIT mobile app

4. Open TestIT mobile app and click: **Test Speed Here**



Contact

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(202) 942-4230



County Supervisors

A S S O C I A T I O N
o f a r i z o n a

1905 W. Washington St., Ste. 100, Phoenix, AZ 85009
(602) 252-5521 fax: (602) 253-3227

February 19, 2019

TO: County Supervisors

FROM: Penny Adams

SUBJECT: NACo 2019-2020 Steering Committee Nomination Process

The following pertains to the annual nomination process for membership on NACo policy steering committees. As a NACo steering committee member, you would be responsible for debating and creating national policies and priorities affecting counties and would serve as NACo's front line in their grassroots efforts. The current nomination process covers appointments from August 2019 to July 2020.

Please review the enclosed list of the Arizona officials who served this past year on steering committees and select one of the following processes to follow for 2019-2020:

1. **New steering committee nominations.** For those county officials who did not serve on a steering committee for 2018-2019 and would like to serve for 2019-2020, attached is a Steering Committee Nomination Form. The Nomination Form **must be completed in full** before NACo will process the nomination. The completed form should be sent to me. Please mark your first and second choices.
2. **Currently serve on a steering committee and would like to continue on the same committee.** If you would like to continue to serve on the same committee for 2019-2020, please notify me. You do not have to fill out a new form if you are already on this list. However, if you have contact information to update, please complete a Steering Committee Nomination Form and send it to me. If you do not notify me that you wish to continue to serve, your name **must** be removed from the steering committee list in order to allow availability for another member.
3. **Currently serve on a steering committee and would like to switch to a different committee.** If you would like to switch to a different steering committee for 2019-2020, please complete the Steering Committee Nomination Form and send it to me. Please mark your first and second choices.
4. **No longer wish to serve on a committee.** If you do not wish to serve on a steering committee, **please notify me** so that we may remove your name from the list to allow availability for another member.



To County Supervisors
NACo 2019-2020 Steering Committee Nomination Process
February 19, 2019
Page Two

Please **return the forms or provide validation of current committee membership to CSA by May 1** so that we can process the information for forwarding to NACo by the deadline.

The 10 steering committees to choose from are:

Agriculture & Rural Affairs; Community, Economic & Workforce Development; Environment, Energy & Land Use; Finance, Pensions & Intergovernmental Affairs; Health; Human Services & Education; Justice & Public Safety; Public Lands; Telecommunications & Technology; and Transportation

The NACo policy steering committees meet at the NACo legislative and annual conferences and one other time during the year. There may also be scheduled teleconferences.

Please note that only eight county officials from Arizona can be appointed to any one steering committee, and no more than two persons from a single county may serve on any one steering committee. CSA must submit an entire list in full for all Arizona officials who wish to serve on a steering committee.

All nominations are processed through our Association and will be forwarded to NACo for approval by the incoming NACo president after the NACo Annual Conference to be held July 12-15. NACo will announce the appointments to steering committees in September and should send a letter directly to qualifying members. NACo makes every effort to accommodate the nominee's first choice of steering committee assignments. Committee appointees serve on a committee for one year and cannot transfer membership to another committee, or serve on more than one steering committee (excluding appointed steering committee chairs and vice chairs), during that year.

Please note that this steering committee process is separate from the NACo presidential leadership appointment process. Information regarding that process will be sent separately by CSA to counties. As part of the NACo presidential leadership appointment process, the NACo president appoints the membership of the Large Urban County Caucus (LUCC) and Rural Action Caucus (RAC), as well as the leadership for committees. Membership and leadership appointments are included in the leadership appointment application sent out separately.

Please feel free to contact me should you have any questions. Thank you.

:pa
Enclosures



**National Association of Counties (NACo)
Steering Committee 2018-2019 Members List
From County Supervisors Association of Arizona**

<u>NAME</u>	<u>COUNTY</u>	<u>COMMITTEE</u>
Joe Shirley, Jr.	Apache	Community, Econ. & Workforce Devel.
Alton Joe Shepherd	Apache	Transportation [Subcommittee Vice Chair]
Liz Archuleta	Coconino	Public Lands, Vice Chair
Lena Fowler	Coconino	Community, Econ. & Workforce Devel.
Jim Parks	Coconino	Agriculture and Rural Affairs
Matt Ryan	Coconino	Transportation
Eric Peterson	Coconino	Finance & Intergovernmental Affairs
Tommie Martin	Gila	Public Lands [Subcommittee Vice Chair]
Tim Humphrey	Gila	Transportation
Woody Cline	Gila	Agriculture and Rural Affairs
James Palmer	Graham	Public Lands
Paul David	Graham	Transportation
Ron Campbell	Greenlee	Agriculture & Rural Affairs
David Gomez	Greenlee	Community, Econ. & Workforce Devel.
Richard Lunt	Greenlee	Public Lands
Steve Gallardo	Maricopa	Community, Econ. & Workforce Devel.
Bruce Liggett	Maricopa	Human Services & Education
Buster Johnson	Mohave	Public Lands
Gary Watson	Mohave	Environment, Energy & Land Use
Lee Jack, Sr.	Navajo	Transportation
Jesse Thompson	Navajo	Transportation
Dawnafe Whitesinger	Navajo	Human Services & Education
Jason Whiting	Navajo	Public Lands
Sharon Bronson	Pima	Environment, Energy & Land Use
Todd House	Pinal	Environment, Energy & Land Use
Anthony Smith	Pinal	Transportation
Rudy Molera	Santa Cruz	Comm., Econ. & Workforce Devel.
Bruce Bracker	Santa Cruz	Transportation
Jack Smith	Yavapai	Agriculture and Rural Affairs
Russell McCloud	Yuma	Environment, Energy & Land Use

NACo Steering Committee Members from Arizona for 2018-2019

		Total Members from CSA: 4 (7 incl. AACo)
		Cochise County
		Coconino County
		Gila County
		Graham County
		Greenlee County
		Yavapai County
		Yavapai County
		Total Members from CSA: 5
		Apache County
		Coconino County
		Greenlee County
		Maricopa County
		Santa Cruz County
		Total Members from CSA: 4 (6 incl. AACo)
		Coconino County
		Mohave County
		Pima County
		Pinal County
		Yuma County
		Yuma County
		Total Members from CSA: 1 (6 incl. AACo)
		Coconino County
		La Paz County
		Maricopa County
		Maricopa County
		Pima County
		Yuma County
		Total Members from CSA: 0 (1 incl. AACo)
		Coconino County
		Total Members from CSA: 2 (3 incl. AACo)
		Maricopa County
		Navajo County
		Pinal County
		Total Members from CSA: 0 (5 incl. AACo)
		Apache County
		Greenlee County
		Maricopa County
		Navajo County
		Yavapai County
		Total Members from CSA: 6 (7 incl. AACo)
		Coconino County [VICE CHAIR]
		Gila County [SUBCOMMITTEE VICE CHAIR]
		Graham County
		Greenlee County
		Mohave County
		Navajo County
		Yavapai County
		Total Members from CSA: 0 (1 incl. AACo)
		Maricopa County
		Total Members from CSA: 8
		Apache County [SUBCOMMITTEE VICE CHAIR]
		Coconino County
		Gila County
		Graham County
		Navajo County
		Navajo County
		Pinal County
		Santa Cruz County

Total Members Submitted from County Supervisors Association of Arizona = 30 + 19 by AACo

Sponsored by the National Association of Counties

This Year's Theme is:

“Connecting the Unconnected”

National County Government Month (NCGM), held each April, is an annual celebration of county government. It provides an excellent opportunity for county officials to raise public awareness and understanding about the roles and responsibilities of counties and to highlight essential county services and effective programs. National County Government Month is a chance for you to show your community and county residents exactly why [Counties Matter](#).

With this year's theme of “Connecting the Unconnected,” counties can show their residents the essential role counties play in their responsibility to protect and enhance the health, welfare and safety of its residents in sensible and cost-effective ways. Counties may focus on how they preserve public health, ensure public safety, and promote local economies and resiliency.

For more information on NCGM, visit [NACo NCGM website](#). Click [here](#) for an idea handbook.

Ideas To Get the Word Out:

- Establish a National County Government Month planning committee
- Decide how extensive your activities will be
- Issue a Proclamation
- Prepare and distribute county fact sheets on key county departments
- Contact the media after deciding what events or activities will be held
- Participate in Recognition Day for National Service on April 2, 2019
- Schedule a meeting with your Congressional representative(s)



Suggestions To Make It Happen:

- Address County Issues Important to Citizens on Safety and Security: consider best practices and policies held by the county in public health, public safety and promoting local economies, focusing on: 1) public health services provided, such as clinical services, behavioral health, mental health services, and veteran services; 2) justice system, including law enforcement, courts and probation, trained emergency responders, operating and maintaining county jail and detention facilities, parks and recreation, and protection against cyber threats; and 3) protecting residents' well-being, community economic development efforts, and offering opportunities to develop skills.
- Open House of the County: open house at the county courthouse and administration building; tours of county facilities; informational displays in malls, libraries and fairs; and hold public outreach events at community centers.
- Give Them the Facts: public safety and justice programs provided by the county; how many emergency vehicles the county owns; list the daily average of jail population; how many bookings were processed at the county jail last year; how many police officers/sheriff deputies/first responders are employed by the county; how many emergency calls were responded to last year; list the services available at the public safety building, such as arraignment, courtrooms, judges' chambers, satellite offices for county attorneys and public defenders; list other jail support facilities at the public safety building; how many road, bridges, and building improvements were completed last year; list how many inmates were provided healthcare services last year; how many health department inspections were conducted last year; how many patients were served last year at county hospitals and clinics; how many senior citizens or veterans received county services last year; how is your county supporting domestic violence survivors; how your county is protecting children from abuse and neglect; how many people are unemployed in your county; how many residents received direct job training or unemployment services last year; how many businesses have been added to the county; and how many new jobs have the new businesses brought in.
- School Involvement: plan visits by elected county officials to various schools; plan a career day at local high schools; make county government information available to teachers to use in presentations or as part of their lesson plans; and tell students and educators about “Counties Work,” an online educational game developed by NACo with [iCivics](#). Promote NACo's online interactive [County Explorer](#) and [My County Works Activity Book](#).
- Media Coverage: keep the media updated; prepare news advisories and news releases; plan activities that have news value; ask newspapers to list a schedule of that week's upcoming events; ask television and radio stations to run public service announcements; utilize NACo's [Media Relations Guide for Counties](#); and use local cable and social media to get the message out about your county's accomplishments and National County Government Month.

GOVERNOR DOUGLAS A. DUCEY

STATE OF ARIZONA
★
PROCLAMATION

WHEREAS, counties provide essential services that keep Arizona's communities safe and secure; and

WHEREAS, counties take seriously their leadership roles in providing effective and high quality services while containing costs through the efficient use of local tax dollars; and

WHEREAS, county governments work to improve lives, strengthen communities, and foster civic engagement, by providing services related to public health, justice, public safety, infrastructure, transportation, technology, emergency management, and economic development that play important roles in citizens' lives; and

WHEREAS, there are 15 counties in the State of Arizona responsible for and serving the needs of every resident of the State; and

WHEREAS, Arizona counties reflect the wide diversity of people, culture, and landscape in our State; and

WHEREAS, in recognition of the leadership, innovation, and valuable service provided by all Arizona counties.

NOW, THEREFORE, I, Douglas A. Ducey, Governor of the State of Arizona, do hereby proclaim April 2019 as

COUNTY GOVERNMENT MONTH



IN WITNESS WHEREOF, I have hereunto set my hand and caused to be affixed the Great Seal of the State of Arizona

Douglas A. Ducey

GOVERNOR

DONE at the Capitol in Phoenix on this sixth day of March in the year Two Thousand and Nineteen and of the Independence of the United States of America the Two Hundred and Forty-Third.

ATTEST:

[Signature]

SECRETARY OF STATE



2020 CENSUS & REDISTRICTING

COUNTY TOUCHPOINTS

PARTICIPANT STATISTICAL AREA PROGRAM (PSAP)

Counties are the default partners in verifying and updating the census tracts, census block groups, and census designated places through the PSAP. This year, the Bureau is providing suggestions for changes to the 2010 statistical areas for local participants to start from, make changes as necessary, and submit for review. This process gives local communities the ability to review and ensure that the statistical areas defined through the census will provide valuable information for the next decade.

The identified participants for each county are:

County	Designated PSAP Partner	County	Designated PSAP Partner
Apache	County	Mohave	County
Cochise	SEAGO	Navajo	County
Coconino	County	Pima	PAG
Gila	CAG	Pinal	CAG
Graham	SEAGO	Santa Cruz	SEAGO
Greenlee	SEAGO	Yavapai	County
La Paz	County	Yuma	County
Maricopa	MAG		

PSAP Schedule

March - May 2018	Census contacts 2010 PSAP participants to inquire about 2020 PSAP participation.
July 2018	2020 Census PSAP invitation materials sent to 2020 Census PSAP participants.
November 2018	Final criteria for standard statistical areas published.
January 2019	2020 Census PSAP delineation phase begins. Participants have 120 calendar days to submit updates.
January 2019	2020 Census PSAP webinar trainings begin.
July 2019	2020 Census PSAP participants notified of delineation phase closeout.
January 2020	2020 Census PSAP verification phase begins. Participants have 90 calendar days to review updates.

From [Census PSAP Webpage](#)

Resources

- [PSAP Overview](#)
- [PSAP Information Guide](#)
- Designated [PSAP County Contact List](#), by County ID
- [Other PSAP Resources](#)

COMPLETE COUNT COMMITTEES (CCC)

Complete County Committees are established by local communities to increase awareness of the importance of census participation and motivate residents to respond. These are locally organized and controlled groups that use community knowledge to best target messages that will encourage constituents to respond to the census.

CCC Timeline & Overview

Education Phase	Now – December 2019	<ul style="list-style-type: none"> - Key community and municipal leaders receive training, informational materials, and one-on-one meetings with the U.S. Census Bureau partnership staff. - CCC leadership develops the mission and message with all members. They identify how to bring awareness to the community. - Necessary resources are identified and allocated, and can be accomplished through public-private partnerships. - Efforts to educate the public on the importance and impact of the census.
Awareness Phase	January 2020 – April 2020	<ul style="list-style-type: none"> - Government and community leaders throughout the nation participate in activities highlighting the message that the 2020 Census is easy, important, and safe.
Motivation Phase	March 2020 – April 2020	<ul style="list-style-type: none"> - CCCs implement activities of their work plan through government, faith, community, business, media, and recruitment partners. - Promote census participation through multiple channels.
Census Day April 1, 2020		
Reminder Phase	May 2020 – July 2020	<ul style="list-style-type: none"> - Final preparation will be made to follow-up with households that did not participate in the census. This operation is called “nonresponse follow-up.” - CCCs should encourage residents to cooperate with census workers.

Detailed timeline, including recommended actions included in the CCC Training Manual

Resources

General CCC Information

- Resources:
 - o [Census Key Dates](#)
 - o [CCC Pamphlet](#)
 - o [CCC Guide](#)
 - o [CCC Training Manual](#)
 - o [CCC Structure \(Recommended Subcommittees\)](#)
 - o [NALEO CCC Elected Officials Guide](#)

Census Job Promotion

- Resources:
 - o <https://2020census.gov/jobs>
 - o Census Job Flyers ([Area Office Opening Dates, Address Canvassing](#))

Census Participation Promotion

- Resources:
 - o [Outreach Toolkit](#)
 - o [Census Workshop Toolkit](#)
 - o [Response Outreach Mapper \(ROAM\)](#)
 - o [Hard to Count Map](#) (City University of NY)
 - o [Census Engagement Navigator](#)
 - o Outreach Materials (for public consumption)
 - [Counting for Dollars 2020](#) (George Washington University)
 - [Census 101 One-Pager](#)
 - [2020 Census and Confidentiality](#)

REDISTRICTING

County Supervisors are responsible for establishing boundaries for: supervisorial districts, community college districts, election precincts, justice precincts, and special district election precincts (when the BOS sits as the district board).

Several of these districts and precincts rely on census population and demographic data. These data are required to be released to the states by the Census Bureau on or before March 31, 2021. However, in practice the Bureau has released data on a rolling basis starting in February.

Redistricting Requirements

Federal

Arizona is no longer subject to federal preclearance (through the Department of Justice) for changes to election practices and procedures under Section 4 of the Voting Rights Act. However, other [federal voting rights laws](#) are still applicable.

Consider some of the following actions that Mr. Tony Sissions recommends counties do to prepare for redistricting in compliance with [Section 2 of the Voting Rights Act](#):

- Conduct a demographic analysis of neighborhoods, with emphasis on geographic variation in socio-economic characteristics.
- Identify and map communities of interest: areas or neighborhoods where people are likely to have similar public policy interests or coalesce around similar issues.
- Create a database of election canvass results of past elections.
- Identify the race and ethnicity of each candidate who ran in any election within the jurisdiction.
- Assemble a directory of residents and community organizations to invite to participate in the redistricting process.
- Decide whether to convene a redistricting advisory commission or committee.
- Develop a detailed redistricting process plan (Redistricting is more about a public involvement process than it is about lines on a map).
- Make a preliminary assessment of the extent of racially polarized voting within the jurisdiction.
- Prepare an inventory of all the preclearance applications submitted by the jurisdiction during the decade.
- Start a written record to document all pre-redistricting tasks.

State

Supervisorial Districts: A.R.S. [§ 11-212](#)

The BOS is required to define the boundaries for each supervisorial district, and ensure that there is not more than a 10% difference in population across districts.

District boundaries must be adopted by **December 1, 2021** but the board may redistrict as necessary.

Election Precincts: A.R.S. [§ 16-411](#)

The BOS is required to create “a convenient number” of election precincts within the county, and define the district boundaries. These precincts must fall within the election districts created for elected officials of the state and its political subdivisions.

Election precincts must be adopted by the board by **December 1** of each year prior to a general election. Due to the upcoming redistricting of state and local election districts, election precincts will need to be redrawn to ensure that they fit within those district boundaries.

Community College District Precincts: A.R.S. [§ 15-1441](#)

If the county has a community college district in its boundaries, the BOS is responsible for designating five precincts for the election of district board members. The community college district precincts are comprised of election precincts established by the board under § 16-411. As a result, community college district precincts should share the same boundaries as the established election precincts, and the board is responsible for revising the community college district precincts to align with changes in the election precinct boundaries.

Justice Precincts: A.R.S. [§ 22-101](#); [§ 22-125\(H\)](#)

Justice precincts are not required to be changed with the release of the decennial census. Rather, the board is required to redistrict if the number of Judicial Productivity Credits (JPC) exceeds 1,200 in a particular justice precinct, and may change or abolish precincts as necessary. However, changes to justice precincts do not go into effect until the end of the term for the sitting JP and/or constable.

Special District Election Precincts: [A.R.S. § 16-413](#)

If the BOS sits as the governing body of a special district it is responsible for establishing district election precincts. The boundaries should be the same as county election precincts established under § 16-411. The governing body has the authority to consolidate district election precincts as is necessary.

District boundaries must be given to the county recorder at least 60 days before an election.