



BOARD OF SUPERVISORS AGENDA ITEM REPORT

Requested Board Meeting Date: 5/20/2025

**= Mandatory, information must be provided*

Click or tap the boxes to enter text. If not applicable, indicate "N/A".

***Title:**

2025 Congressional District 7 Special Primary Election – Early Ballot Drop-Off Sites & Emergency Voting Locations

***Introduction/Background:**

On March 14, 2025, Gov. Katie Hobbs declared Special Primary and General elections after the death of Congressman Raúl Grijalva, who passed away on March 13, 2025. The Special Primary Election is scheduled for July 15, 2025.

The Recorder's Office is responsible for managing the Early Voting process for all registered Pima County voters. The Early Voting process includes mailing Early Ballots, operating Early Voting sites and secure Ballot Drop-off sites before Election Day, and providing Emergency Voting locations.

Per the 2023 Arizona Election Procedures Manual, Chapter 2, section I (I)(1), the Board of Supervisors (BOS) must approve the proposed list of Ballot Drop-off sites when establishing multiple locations within a county.

Furthermore, A.R.S §16-542 (H) and A.R.S. §16-411(B)(5) require that the Board of Supervisors approve the proposed Emergency Voting locations to accommodate voters unable to cast a ballot in person on July 15, 2025, CD7 Special Primary Election Day. While the BOS need only approve Emergency Voting sites, this agenda item will also cover Early Voting sites.

***Discussion:**

The Arizona Congressional District 7 Special Primary Election is on Tuesday, July 15, 2025.

Our office will operate a limited number of Early Voting Sites to accommodate voters in CD7. Our office considered the past three Primary Election statistics in determining duration and locations for our sites. The following are key points regarding this election:

1. There are five (5) recognized political parties in Pima County and the state of Arizona. Members of those parties will receive the ballot for their party's partisan races. Of those five (5) only the Democratic and Republican parties will hold open primaries. Voters registered as Independent or Party Not Designated can choose a ballot for one of those two primaries.
2. Three (3) locations will be Early Voting sites for the duration of Early Voting and Emergency Voting from June 18 – July 12 and July 14, 2025, but will be closed on July 4. (See Exhibit A)
3. Two (2) additional sites will be available for Early Voting and Emergency Voting from July 7 – July 12 and July 14, 2025. (See Exhibit A)
4. Three (3) more sites will open for the final three (3) days of Early and Emergency Voting on July 11, 12 and July 14, 2025. (See Exhibit A)
5. All sites, including the Recorder's Eastside Office, will be ballot return locations, otherwise known as Ballot Drop-off locations.
6. Election Day Vote Centers will be facilitated by the Pima County Elections Department.

Ballot Drop Off Locations:

The Pima County Recorder's Office anticipates mailing more than 190,000 Early Ballots to voters for the

Primary Election. Although most voters return their ballots by mail, the Recorder's Office operates multiple Ballot Drop-off sites across Pima County, in accordance with the Arizona Elections Procedures Manual, Chapter 2 I. (I), which has the force of law. These Ballot Drop-off sites offer voters another method to return their ballots for processing. The Recorder's Office has operated ballot drop-off locations over multiple election cycles with great success. Historically, these sites receive thousands of ballots during Early Voting. The Early Ballot Drop-off sites see an extensive increase in the number of Ballot Drop offs the week before the election, when it is too late for voters to mail back their Early Ballots.

Recorder's Office personnel staff nine (9) ballot drop-off sites listed in Exhibit A. Site workers follow a strict chain of custody protocol for handling voted ballots, and extensive ballot security procedures to protect the integrity of the returned ballot.

The Pima County Recorder's Office will join all other counties in Arizona and install two (2) stand-alone Ballot Drop boxes that offer 24-hour access for voters dropping off ballots. These boxes will be installed at our Downtown and Eastside locations and will have camera coverage throughout Early Voting. All Ballot Drop boxes comply with requirements laid out in the Elections Procedures Manual with regards to security and chain-of-custody procedures.

The following is attached as Exhibit A to the resolution:

1. A list of all nine (9) Ballot Drop-off sites with their dates and the hours of operation
2. A list of the two (2) locations of the Ballot Drop boxes and the dates of operation
3. Ballot Drop-off locations on Election Day, July 15, 2025.

Staffing:

The eight (8) sites that will issue ballots during Early and Emergency Voting are staffed with highly trained election officers. Recorder staff will verify every voter's identity before issuing an early ballot, then secure the ballot using the same chain-of-custody procedures for a returned mailed Early Ballot. These sites have been vetted and are optimum for election operations, ensuring security and locations that meet community needs.

Emergency Voting:

To accommodate voters who experience an emergency that prevents them from voting in person on or before Election Day, the Recorder's Office will convert the nine (9) Early Voting sites to Emergency Voting locations on Saturday, July 12, 2024, and Monday, July 14, 2024. The proposed locations and hours of operations for the Emergency Voting locations are attached as Exhibit A. In the attached Exhibit B is the statement voters must sign at the site declaring an emergency. Voters will not be asked to disclose the nature of their emergency. Early Ballot Drop off is also permitted at the Emergency Voting Locations.

***Conclusion:**

Voting is a fundamental right of all citizens. Creating equitable opportunities for all voters to participate is in the best interest of Pima County. Early Voting and Ballot Drop-off sites offer many voters a secure, convenient way to return an Early Ballot directly to election officials or to vote in-person if they choose. Emergency Voting locations ensure eligible voters are not disenfranchised from the voting process due to an emergency.

***Recommendation:**

The Pima County Recorder's Office recommends approval of the proposed Ballot Drop-off locations and Emergency Voting locations presented to the Board and recommends further that the Board authorize the County Recorder to operate these locations to ensure the voters of Pima County have appropriate access to participate in the 2025 Congressional District 7 Special Primary Election.

***Fiscal Impact:**

The estimated expense for the only Emergency Voting and ballot drop-off locations is \$15,000. There are no fees associated with properties owned by Pima County or any tribal locations. This is a budgeted expense reflected in the FY2025-26 Recorder Budget and should be reimbursed by the state of Arizona.

***Board of Supervisor District:**

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Department: Recorder

Telephone: 520-724-4330

Contact: Marion Chubon

Telephone: 520-724-4321

Department Director Signature: _____

Date: _____

Deputy County Administrator Signature: _____

Date: _____

County Administrator Signature: _____

Date: _____

RESOLUTION 2025-_____

A RESOLUTION OF THE BOARD OF SUPERVISORS OF PIMA COUNTY, ARIZONA; RELATING TO ELECTIONS; APPROVING THE EARLY BALLOT DROP-OFF SITES AND AUTHORIZING EMERGENCY VOTING LOCATIONS FOR THE 2025 CONGRESSIONAL DISTRICT 7 SPECIAL PRIMARY ELECTION

WHEREAS, a special primary election for voters in Arizona's Congressional District 7 will be held on July 15, 2025, with early voting starting on June 18, 2025, where all eligible registered voters residing in Congressional District 7 in Pima County are able to participate; and

WHEREAS, in conformity with the 2023 Arizona Elections Procedures Manual, Chapter 2, Sec. 1, (I)(1), the Pima County Board of Supervisors shall approve all early ballot-drop off locations operated by the Pima County Recorder's Office that provide voters additional options for returning a voted early mail ballot; and

WHEREAS, pursuant to Arizona Revised Statute §16-411(B)(5), the Legislature has given the authority to the Board of Supervisors to authorize the County Recorder to operate emergency voting locations as designated by the Board, to ensure citizens are still able to vote when extraordinary circumstances arise that prevent their ability to cast a ballot at a vote center on election day; and

WHEREAS, pursuant to A.R.S. § 16-542(H), when voting at an emergency voting location, voters are required to provide identification, and to sign a statement that they are experiencing an emergency that would prevent them from voting in person on election day; and

WHEREAS, the Board of Supervisors has previously approved multiple early ballot drop-off locations and emergency voting locations throughout Pima County in prior election cycles.

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF PIMA COUNTY, ARIZONA, AS FOLLOWS:

SECTION 1. The Pima County Recorder shall make available nine (9) early ballot drop-off locations and eight (8) emergency voting locations throughout Pima County listed in Exhibit A to this Resolution, incorporated by this reference, for the July 15, 2025, Congressional District 7 Special Primary Election.

SECTION 2. Emergency voting locations identified in Exhibit A will only be open on Saturday July 12, 2025 and on Monday July 14, 2025, from 9:00am to 3:00pm unless otherwise noted in exhibit.

SECTION 3. The Pima County Recorder shall require voters who vote at an emergency voting location during the designated emergency voting period to sign the statement of emergency attached hereto as Exhibit B to this Resolution.

SECTION 4. The Pima County Recorder shall require in-person voters to provide a valid form of identification in accordance with A.R.S. § 16-579 or as otherwise provided by law.

PASSED AND ADOPTED this _____ day of May, 2025 by the PIMA COUNTY BOARD OF SUPERVISORS

PIMA COUNTY BOARD OF SUPERVISORS

Chair, Pima County Board of Supervisors

ATTEST:

Clerk of the Board of Supervisors

APPROVED AS TO FORM:

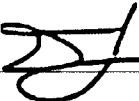

Daniel Jurkowitz
Deputy County Attorney

EXHIBIT A - TO RESOLUTION

2025 Special CD7 Primary Election Early Ballot Drop-off Sites & Emergency Voting Locations

Early Voting Site Sitio de Votación Temprana		Address Dirección	24 Hour Drop Box*	Dates/Times M-F only Fechas/Horas Lun-Vie solamente	Emergency Voting Votación de Emergencia	Election Day Día de Elección Tuesday 7/15
1	Recorder's Main Office	240 N Stone Ave	Drop Box 6/18-7/15 until 7 pm	6/18 - 7/11 8 am - 5 pm 7/4 closed cerrado 7/11 - open until 7 pm abierto hasta las 7 pm	7/12 9 am - 3 pm 7/14 8 am - 5 pm	Drop-Off Only
2	Recorder's Country Club Office	6550 S Country Club Rd	None			Drop-Off Only
3	Palo Verde High School ATC Room	1302 S Avenida Vega	None			Not Open
4	Sahuarita High School ACE Room	350 W Sahuarita Rd Sahuarita	None	7/7 - 7/11 8 am - 5 pm 7/11 - open until 7pm abierto hasta las 7 pm	7/12 9 am - 3 pm 7/14 9 am - 3 pm	Not Open
5	Roadrunner Elementary School	16651 W Calle Carmela Marana	None			Not Open
6	Tribal Chambers Pascua Yaqui Tribe	7474 S Camino de Oeste	None	7/11 8 am - 7 pm		Not Open
7	Ajo Clinic	120 W Estrella Ave Ajo	None			Not Open
8	TOKA Community Building	51 Baboquivari Dr Sells	None			Not Open
9	Recorder's Eastside Office (Drop-Off ONLY)	6920 E Broadway Blvd	Drop Box 6/18-7/15 until 7 pm	Ballot Drop-Off Only via 24 Hour Ballot-Drop Box Solo entrega de boletas a través de la caja de votación de 24 horas		Drop-Off Only

*Secured 24 hour Ballot Drop Box located outside

EXHIBIT B - to Resolution

2025 Congressional District 7 Special Primary Election – Early Ballot Drop-Off Sites & Emergency Voting Locations

**PIMA COUNTY
EMERGENCY VOTING STATEMENT**

I declare under penalty of perjury that I am experiencing or have experienced an emergency after 5:00 p.m. on the Friday immediately preceding the election and before 5:00 p.m. on the Monday immediately preceding the election that will prevent me from voting at a polling place on Election Day.

Print First & Last Name: _____

Voter's Signature: _____ Date/Time: _____

Voting Location: _____ & Staff Initial: _____

**CONDADO PIMA
DECLARACIÓN DE VOTO DE EMERGENCIA**

Declaro bajo la pena del perjurio, que estoy experimentando o he experimentado una emergencia, después de las 5:00 p.m. del viernes inmediatamente antes de la elección y antes de las 5:00 p.m. del lunes inmediatamente después de la elección, que me impedirá votar en un lugar de votación el día de las elecciones.

Nombre y apellido: _____

Firma del Votante: _____ Fecha/Hora: _____

Lugar De Votación: _____ e Iniciales: _____