



BOARD OF SUPERVISORS AGENDA ITEM REPORT
AWARDS / CONTRACTS / GRANTS

☐ Award ☒ Contract ☐ Grant

Requested Board Meeting Date: 02/18/2025

* = Mandatory, information must be provided

or Procurement Director Award: ☐

***Contractor/Vendor Name/Grantor (DBA):**

City of Tucson

***Project Title/Description:**

IGA between the Pima County Recorder's Office and the City of Tucson for Election Services for the 2025 Special, Primary, and General Elections

***Purpose:**

The purpose of this IGA is provide election services to the City of Tucson during 2025 Special, Primary, and General Elections

***Procurement Method:**

This IGA is a non-procurement contract and is not subject to Pima County's Procurement Rules.

***Program Goals/Predicted Outcomes:**

Successful completion of the City of Tucson 2025 Elections as authorized by ARS §11-251(3); §11-951 et al, §16-172, §16-205 (C); §16-405; §16-409; and §16-450.

***Public Benefit:**

Conducting the election in a consistent and transparent manner ensures the integrity of the electoral process and creates a sense of faith among the voting public that their voice is heard.

***Metrics Available to Measure Performance:**

The Recorder's Office will provide signature verification services for all returned mailed ballots sent by the City of Tucson.

***Retroactive:**

No

TO: COB, 2-3-2025 (1)
Vers. 1
pgs. 1-3

JAN31'25AM0926 PD

THE APPLICABLE SECTION(S) BELOW MUST BE COMPLETED

Click or tap the boxes to enter text. If not applicable, indicate "N/A". Make sure to complete mandatory (*) fields

Contract / Award Information

Document Type: _____ Department Code: _____ Contract Number (i.e., 15-123): _____
Commencement Date: _____ Termination Date: _____ Prior Contract Number (Synergen/CMS): _____
☐ Expense Amount \$ _____ * ☐ Revenue Amount: \$ _____

*Funding Source(s) required: _____

Funding from General Fund? ☐ Yes ☐ No If Yes \$ _____ % _____

Contract is fully or partially funded with Federal Funds? ☐ Yes ☐ No

If Yes, is the Contract to a vendor or subrecipient? _____

Were insurance or indemnity clauses modified? ☐ Yes ☐ No

If Yes, attach Risk's approval.

Vendor is using a Social Security Number? ☐ Yes ☐ No

If Yes, attach the required form per Administrative Procedure 22-10.

Amendment / Revised Award Information

Document Type: CT Department Code: RE Contract Number (i.e., 15-123): CTN-RE-24*001
Amendment No.: 01 AMS Version No.: 1
Commencement Date: 02/18/2025 New Termination Date: 12/31/2025
Prior Contract No. (Synergen/CMS): _____
☐ Expense ☒ Revenue ☒ Increase ☐ Decrease Amount This Amendment: \$ 210,000.00

Is there revenue included? ☒ Yes ☐ No If Yes \$ 210,000.00

*Funding Source(s) required: N/A

Funding from General Fund? ☐ Yes ☒ No If Yes \$ _____ % _____

Grant/Amendment Information (for grants acceptance and awards)

☐ Award ☐ Amendment

Document Type: _____ Department Code: _____ Grant Number (i.e., 15-123): _____
Commencement Date: _____ Termination Date: _____ Amendment Number: _____
☐ Match Amount: \$ _____ ☐ Revenue Amount: \$ _____

*All Funding Source(s) required: _____

*Match funding from General Fund? ☐ Yes ☐ No If Yes \$ _____ % _____

*Match funding from other sources? ☐ Yes ☐ No If Yes \$ _____ % _____

*Funding Source: _____

*If Federal funds are received, is funding coming directly from the Federal government or passed through other organization(s)?

Contact: Vanessa Grimaldo, Administrative Specialist II

Department: Recorder

Telephone: (520)724-4223

Department Director Signature: Maine Chubb, Chief Deputy Date: 1/29/25

Deputy County Administrator Signature: [Signature] Date: _____

County Administrator Signature: [Signature] Date: 1/30/25

ADOPTED BY THE
MAYOR AND COUNCIL

January 22, 2025

RESOLUTION NO. 23879

RELATING TO ELECTIONS; APPROVING, AND AUTHORIZING EXECUTION OF, AN INTERGOVERNMENTAL AGREEMENT BETWEEN THE CITY OF TUCSON AND PIMA COUNTY RELATING TO SUPPORT SERVICES PROVIDED BY THE PIMA COUNTY RECORDER FOR THE 2025 CITY OF TUCSON SPECIAL, PRIMARY, AND GENERAL ELECTIONS; AND DECLARING AN EMERGENCY.

BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE CITY OF TUCSON, ARIZONA, AS FOLLOWS:


SECTION 1. The Mayor and Council approves the Intergovernmental Agreement (IGA) between the City of Tucson (City) and Pima County, attached as Exhibit A, for election support services to be provided by the Pima County Recorder for the March 11, 2025 Special Election, the August 5, 2025 Primary Election, and the November 4, 2025 General Election for Council Members in Wards 3, 5, and 6.

SECTION 2. The Mayor is authorized and directed to execute said IGA for and on behalf of the City, and the City Clerk is authorized and directed to attest the same.

SECTION 3. The various City officers and employees are authorized and directed to perform all acts necessary or desirable to give effect to this Resolution.

SECTION 4. WHEREAS, it is necessary for the preservation of the peace, health and safety of the City that this Resolution become immediately effective, an emergency is hereby declared to exist and this Resolution shall be effective immediately upon its passage and adoption.

PASSED, ADOPTED AND APPROVED BY THE MAYOR AND COUNCIL
OF THE CITY OF TUCSON, ARIZONA, January 22, 2025.




MAYOR

ATTEST:



CITY CLERK

APPROVED AS TO FORM:



CITY ATTORNEY

REVIEWED BY:



CITY MANAGER

DPM/tt
01/13/2025

PIMA COUNTY CONTRACT	
NO. <u>CTN 24000000000000000001</u>	AMENDMENT NO. <u>01</u>
This number must appear on all invoices, correspondence, and documents pertaining to this contract.	

INTERGOVERNMENTAL AGREEMENT

For Election Services
Between The City of Tucson and Pima County

This Intergovernmental Agreement (IGA) is by and among THE CITY OF TUCSON OF PIMA COUNTY, ARIZONA, a municipal subdivision of the State of Arizona ("the CITY") and PIMA COUNTY, a political subdivision of the State of Arizona ("the County"), on behalf of the PIMA COUNTY RECORDER ("the Recorder").

The parties agree to amend the above-referenced contract as follows:

ARTICLE II – SCOPE OF SERVICES

RECORDER Obligations: The Recorder shall:

- (1) Provide, in electronic format, lists of eligible voters for the City of Tucson election on the following dates:

2025 Special Election:

- **January 17, 2025**, the Recorder will provide the initial data file to the CITY.
- **January 22, 2025**, 48 days prior to Election Day, the RECORDER will provide an electronic list of qualified City of Tucson Military and Overseas voters that have opted to receive their ballot by mail.
- **February 10, 2025**, Voter Registration Cutoff, the RECORDER will send the active voter registration records for the City of Tucson voters eligible for the Primary election through the NCOA database. The file will be sent to Alphagraphics and the CITY will be billed directly by Alphagraphics for the service. The RECORDER will provide a separate list of the eligible City of Tucson voters who have been identified as having moved in the NCOA check before the start of early voting on February 12, 2025.
- Supplemental data to be received by the CITY on **February 13, 2025, February 20, 2025, and February 27, 2025**. This file will include only voters who have made changes to their records since the last full file was generated.

2025 Primary Election:

- **June 13, 2025**, the Recorder will provide the initial data file to the CITY.
- **June 18, 2025**, 48 days prior to Election Day, the RECORDER will provide an electronic list of qualified City of Tucson Military and Overseas voters that have opted to receive their ballot by mail.
- **July 7, 2025**, Voter Registration Cutoff, the RECORDER will send the active voter registration records for the City of Tucson voters eligible for the Primary election through the NCOA database. The file will be sent to Alphagraphics and the CITY will be billed directly by Alphagraphics for the service. The RECORDER will provide a separate list of the eligible City of Tucson voters who have been identified as having moved in the NCOA check before the start of early voting on July 9, 2025.

- Supplemental data to be received by the CITY on **July 10, 2025, July 17, 2025, and July 24, 2025**. This file will include only voters who have made changes to their records since the last full file was generated.

2025 General Election:

- **September 12, 2025**, the RECORDER will provide the initial data file to the CITY.
 - **September 17, 2025**, 48 days prior to Election Day, the RECORDER will provide an electronic list of qualified City of Tucson Military and Overseas voters that have opted to receive their ballot by mail.
 - **October 6, 2025**, Voter Registration Cutoff, the RECORDER will send the active voter registration records for the City of Tucson voters eligible for the Primary election through the NCOA database. The file will be sent to Alphagraphics and the CITY will be billed directly by Alphagraphics for the service. The RECORDER will provide a separate list of the eligible City of Tucson voters who have been identified as having moved in the NCOA check before the start of early voting on October 8, 2025.
 - Supplemental data to be received by the CITY weekly on **October 9, 2025, October 16, 2025, and October 23, 2025**. This file will include only voters who have made changes to their records since the last full file was generated.
- (2) If Recorder staff is unable to confirm a signature on a ballot affidavit envelope, Recorder staff will attempt to contact the voter by phone and/or by text or email message. If no contact is made directly with the voter, a letter will be sent by the Recorder. Per A.R.S. § 16-550(A) voters have until Friday, August 8, 2025, for the Primary Election and Friday, November 7, 2025, for the General Election to confirm their signature. Letters will be mailed out through the day after Election Day at 5:00 pm.

Per A.R.S. § 16-550(A) voters have until Friday, March 14, 2025, for the Special Election, Friday, August 8, 2025, for the Primary Election and Friday, November 7, 2025, for the General Election to confirm their signature. Letters will be mailed out through the day after Election Day at 5:00 pm.

ARTICLE XXII – COUNTERPARTS

This IGA may be executed in counterparts, each of which shall be deemed to be an original, but all of which, taken together, shall constitute one and the same agreement.

IN WITNESS WHEREOF, the parties hereby have executed this Agreement on this day of December 10, 2024.

CITY OF TUCSON

By:  _____

Regina Romero, Mayor

ATTEST:

By:  _____

 Suzanne Mesich, City Clerk

Date: January 22, 2025

PIMA COUNTY BOARD OF SUPERVISORS

By: _____

Rex Scott

~~Adelita Grijalva~~, Chair

ATTEST:

By: _____

Melissa Manriquez, Clerk of
the Board of Supervisors

APPROVED AS TO CONTENT:

By: Maim Allen - Chief Deputy

Gabriella Cázares-Kelly, Pima County Recorder

The foregoing Intergovernmental Agreement between The City of Tucson, Pima County and the Pima County Recorder has been reviewed pursuant to A.R.S. § 11-952 by the undersigned, who have determined that it is in the proper form and is within the powers and authority granted under the laws of the State of Arizona to those parties to the Intergovernmental Agreement represented by the undersigned.

CITY OF TUCSON

By: 

Mike Rankin, City Attorney

Date: January 22, 2025

PIMA COUNTY AND PIMA COUNTY RECORDER

By: 

Daniel Jurkowitz, Deputy County Attorney