

# COB - BOSAIR FORM

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Submitted by Vanessa.Grimaldo@recorder.pima.gov



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This form is used to submit agenda items for Board of Supervisors consideration, including contracts, awards, grants, amendments, and other official actions.

**\*All fields are required. Enter N/A if not applicable. For number fields, enter 0 if not applicable.\***

Record Number:

**Award Type:** Agenda Item

**Requested Board Meeting Date:** 09/16/2025

## Agenda Item Report

**\*All fields are required. Enter N/A if not applicable. For number fields, enter 0 if not applicable.\***

Record Number:

**Title:** 2025 General Consolidated City/School District – Early Ballot Drop-Off Sites & Ballot Replacement Locations

**Introduction / Background:** 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 secure ballot drop-off sites before election day, and providing Ballot Replacement locations on Election Day. Per the 2023 Arizona Election Procedures Manual, Chapter 2 section I (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 within a county. Furthermore, A.R.S. § 16-558.02(A) and A.R.S. § 16-409(A) require that the Board of Supervisors approve the proposed Ballot Replacement locations to accommodate voters who are unable to cast a ballot mailed to them due to a lost, spoiled, destroyed or not received ballot by November 4, 2025, General Election Day.

**Discussion:** The General Election is on Tuesday, November 4, 2025. Typically, Tucson administers its own elections. However, our office was notified earlier this year that three (3) school districts in Pima County would be conducting individual bond elections to go before voters in November. In years past, the Recorder's Office has consolidated multiple elections in these types of situations to avoid confusion for voters. On July 18, 2023, the Pima County Board of Supervisors entered into an agreement with the City for Primary and General Election Services for a consolidated election for the City and three school districts. This consolidated election is an all-mail election, meaning that every eligible voter will receive a ballot in the mail. The decision to conduct an all-mail election is determined by the special districts, in this case: Pima County Superintendent's Office and the City of Tucson. Key points about the consolidated election:

1. Election will include the following items on the ballot:
  - a. City of Tucson General Election
  - b. Tucson Unified School District Bond Override
  - c. Flowing Wells School District Bond Override

- d. Sunnyside School District Bond Override
2. All ballot-by-mail election
3. Ballot Replacement sites will be available at four (4) locations during the Early Voting period beginning October 8, 2025, and ending on November 3, 2025. (See table below)
4. Nine (9) Additional locations will be available for Ballot Replacement on Election Day, November 4, 2025.
5. Two (2) Pima County Recorder's Offices
  - a. Eight (8) City of Tucson properties
  - b. Three (3) School District properties
6. All the above sites, and the Recorder's Eastside Office, will be ballot return locations, otherwise known as ballot drop-off locations.

**Ballot Drop Off Locations:**

The Pima County Recorder's Office anticipates mailing more than 391,000 Early Ballots to voters for the General Election listed above. 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 the Early Voting timeframe. 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 seventeen (17) 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 has installed three (3) stand-alone Ballot Drop Boxes that offer 24-hour access for voters dropping off ballots. These boxes were installed at our Downtown and Eastside locations and have camera coverage throughout Early Voting and Election Day. 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 seventeen (17) Ballot Drop-off sites with their dates and the hours of operation
2. A list of the three (3) locations of the Ballot Drop boxes and the dates of operation
3. Ballot Replacement locations on Election Day, November 4, 2025.

Attached as Exhibit B to the resolution is the sworn affidavit a voter who requests a replacement ballot must sign at the site. Early Ballot drop-off is also permitted at the Ballot Replacement 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. 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. Ballot Replacement locations ensure eligible voters are not disenfranchised from the voting process.

**Recommendation:**

The Pima County Recorder's Office recommends approval of the proposed ballot drop-off locations and Ballot Replacement locations presented to the Board and further recommends 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 Consolidated Election.

**Fiscal Impact:** There is no fiscal impact for these Ballot Replacement and ballot drop-off locations. There are no fees associated with properties owned by Pima County, City of Tucson or any school districts. This is a budgeted expense reflected in the FY2025-26 Recorder Budget

Support of Prosperity Initiative: N/A

Provide information that explains how this activity supports the selected Prosperity Initiative	N/A
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**Board of Supervisor District:**

- 5
- 4
- 3
- 2
- 1

**Department:** Pima County Recorder's Office

**Name:**  
Vanessa Grimaldo

**Telephone:** 520-724-4223

Department Director Signature: Maria Chen Date: 8/29/25

Deputy County Administrator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

County Administrator Signature: \_\_\_\_\_ Date: 01/31/25

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 BALLOT REPLACEMENT LOCATIONS FOR THE 2025 GENERAL ELECTION**

WHEREAS, in accordance with A.R.S. § 16-205 a special consolidated election will be held on November 4, 2025, with early voting starting on October 8, 2025, where all eligible registered voters in the City of Tucson, the School Districts of Tucson Unified, Sunnyside, and Flowing Wells 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 A.R.S. § 16-558.02(A) the Pima County Recorder's Office has established locations for ballot replacement locations in a consolidated or jurisdictional election and presented those locations to the Board of Supervisors as a courtesy; and

WHEREAS, pursuant to A.R.S. § 16-409(A), a voter must sign a sworn statement that the original ballot mailed to them was lost, spoiled, destroyed or not received.

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 seventeen (17) early ballot drop-off locations and thirteen (13) ballot replacement locations throughout Pima County listed in Exhibit A to this Resolution, incorporated by this reference, for the November 4, 2025, Consolidated General Election.

SECTION 2. The Pima County Recorder shall require voters who request a ballot replacement to sign a sworn affidavit attached hereto as Exhibit B to this Resolution.

SECTION 3. 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 September, 2025 by the PIMA COUNTY BOARD OF SUPERVISORS

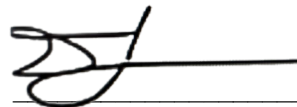
PIMA COUNTY BOARD OF SUPERVISORS

\_\_\_\_\_  
Chair, Pima County Board of Supervisors

ATTEST:

\_\_\_\_\_  
Clerk of the Board of Supervisors

APPROVED AS TO FORM:

A handwritten signature in black ink, appearing to be 'DJ', written over a horizontal line.

\_\_\_\_\_  
Daniel Jurkowitz  
Deputy County Attorney

## EXHIBIT A - TO RESOLUTION

### 2025 General Consolidated City of Tucson/School District Election Ballot Replacement & Drop-Off Locations

<b>Ballot Replacement &amp; Drop-Off Sites</b> <i>Sítios de reemplazo de boletas</i>		
<b>Site</b> <i>Sitio</i>	<b>Address</b> <i>Dirección</i>	<b>Dates/Times M-F only</b> <i>Fechas/Horas Lun-Vie solamente</i>
1	Recorder's Main Office	240 N Stone Ave
2	Recorder's Country Club Office	6550 S Country Club Rd
3	Ward 2 Office	7820 E Broadway Blvd
4	Tucson City Clerks Election Center	800 E. 12th St
5	Recorder's Eastside Office (Drop-off only)	6920 E Broadway Blvd
6	Tucson City Housing & Community Development	310 N. Commerce Park Loop
7	Morris K. Udall Regional Center	7200 E. Tanque Verde Rd
8	Donna R. Liggins Recreation Center	2160 N. 6th Ave
9	El Pueblo Senior Center	101 W. Irvington Rd
10	Tucson City Parks & Rec Admin – Randolph Park	900 S. Randolph Way
11	William Clements Recreation Center	8155 E. Poinciana Dr
12	Sunnyside Unified School District #12	2238 E. Ginter Rd
13	Pistor Middle School	5455 S. Cardinal Ave
14	Flowing Wells School District Administration	1556 W. Prince Rd
<b>Ballot Drop Box Locations</b> <i>Ubicaciones de Buzones de Votación</i>		
<b>Site*</b> <i>Sitio</i>	<b>Address</b> <i>Dirección</i>	<b>Dates and Times</b> <i>Fechas y horarios</i>
Recorder's Main Office - Drive up	Utility driveway between/ <i>camino de servicios públicos entre</i> 240 N Stone & 200 N Stone	<b>Open 24 hours</b> <b>8 am on 10/8 to 7 pm on 11/4</b> <b>abierto 24 horas</b> <b>8 am del 10/8 hasta las 7 pm del 11/4</b>
Recorder's Main Office - Walk up	Courtyard facing/ <i>Patio frente a</i> 240 N. Stone	
Recorder's Eastside Office	6920 E Broadway Blvd	

\*Secured 24 hour Ballot Drop Box located outside

revised: 8/28/2025

# EXHIBIT B - TO RESOLUTION

## 2025 General Consolidated City of Tucson/School District Election

### PIMA COUNTY BALLOT AFFIDAVIT

#### I declare the following under penalty of perjury:

I am a registered voter in Pima County Arizona, I have not voted and will not vote in this election in any other county or state, and if this is a replacement ballot, that the original ballot was lost, spoiled, destroyed or not received. I understand that knowingly voting more than once in any election is a class 5 felony and I voted the enclosed ballot and signed this affidavit personally unless noted below.

#### If the voter was assisted by another person in marking the ballot, they also sign below:

I declare the following under penalty of perjury: at the registered voter's request I assisted the voter identified in this affidavit with marking the voter's ballot, I marked the ballot as directly instructed by the voter, I provided the assistance because the voter was physically unable to mark the ballot solely due to illness, injury or physical limitation and I understand that there is no power of attorney for voting and that the voter must be able to make their selection even if they cannot physically mark the ballot.

### DECLARACIÓN JURADA DE BOLETA DEL CONDADO DE PIMA

#### Declaro lo siguiente bajo pena de perjurio:

Soy un votante registrado en el Condado de Pima, que no he votado y no votaré en esta elección en ningún otro condado o estado y si esta es una boleta de reemplazo, la boleta original se extravió, se estropeó, se destruyó o no se recibió. Comprendo que votar intencionalmente en más de una elección es un delito mayor de clase 5 que voté la boleta adjunta y firmé esta declaración jurada personalmente a menos que esté mencionado debajo.

#### Si el votante fue ayudado por otra persona en marcar la boleta, ellos también firman abajo:

Declaro lo siguiente bajo pena de perjurio: a solicitud del votante registrado ayudé al votante identificado en esta declaración jurada a marcar la boleta del votante. Marqué la boleta según las instrucciones directas del votante. Proporcioné la ayuda porque el votante no podía físicamente marcar la boleta únicamente debido a enfermedad, lesión o restricción física y comprendo que no hay representación legal para votar y que el votante ha de ser capaz de hacer sus selecciones incluso aunque físicamente no pueda marcar la boleta.

Ballot will not be counted without your signature | La boleta no se contará sin su firma

This box for office use only  
Esta caja es solo para uso de oficina



### SIGN BELOW - FIRME ABAJO

#### REQUIRED/ REQUERIDO:

X

Signature of Voter | Firma del votante

Date Signed | Fecha de firma

Voter's daytime phone number | Número de teléfono del votante

#### IF APPLICABLE/ SI ES APLICABLE:

X

Signature of voter assistant | Firma del asistente electoral

Name and address of Voter Assistant | Nombre y dirección del asistente electoral