



BOARD OF SUPERVISORS AGENDA ITEM REPORT AWARDS / CONTRACTS / GRANTS

☐ Award ☒ Contract ☐ Grant

Requested Board Meeting Date: 10/15/2024

* = Mandatory, information must be provided

or Procurement Director Award: ☐

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

Town of Sahuarita

***Project Title/Description:**

Amendment to the Intergovernmental Agreement for Election Services between the Town of Sahuarita and Pima County

***Purpose:**

To provide the Town of Sahuarita with election services for any elections they hold. An amendment is being made to the existing contract under section 2(A) allowing the County to charge the Town based on fee ordinance 2024-6, adopted on May 7, 2024.

***Procurement Method:**

This IGA is a non-procurement contract and not subject to procurement rules.

***Program Goals/Predicted Outcomes:**

To contract with the Town of Sahuarita for any elections they hold during the IGA agreement time frame. This will results in revenue for the County.

***Public Benefit:**

Through the IGA process, the Town of Sahuarita contracts with Pima County to conduct their election.

***Metrics Available to Measure Performance:**

Over many years, numerous jurisdictions throughout Pima County have successfully contracted with the Elections Department to conduct elections.

***Retroactive:**

No.

To: COB 9-27-24(1)
Vers: 0
pgs: 6

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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: EL Contract Number (i.e., 15-123): CTN-EL-22*0118
Amendment No.: 01 AMS Version No.: 0
Commencement Date: 10/15/2024 New Termination Date: _____
Prior Contract No. (Synergen/CMS): _____

☐ Expense ☒ Revenue ☐ Increase ☐ Decrease Amount This Amendment: \$ 47,758.00

Is there revenue included? ☐ Yes ☒ No If Yes \$ _____

***Funding Source(s) required:** Funding will come from the Town of Sahuarita

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 Figueroa

Department: Elections

Telephone: 724-6891

Department Director Signature:  Date: 9/25/24

Deputy County Administrator Signature:  Date: 9/25/24

County Administrator Signature: _____ Date: _____

Pima County Department of Elections

Project: Intergovernmental Agreement for Election Services Between the Town of Sahuarita and Pima County – Amendment

Contractor: Town of Sahuarita

Contract No.: CTN-EL-22*0118

Amendment No.: [01]

Orig. Term: 05/01/2022 – 12/31/2025	Orig. Amount:	\$ 67,784.00
Termination Date Prior Amendment: 12/31/2025	Prior Amendments Amount:	\$ 0.00
Termination Date This Amendment: 12/31/2025	This Amendment Amount:	\$ 47,758.00
	Revised Total Amount:	\$ 115,542.00

IGA AMENDMENT

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

1. Background and Purpose.

1.1. Background. On 5/1/2022, the County and the Town of Sahuarita entered into the above-referenced agreement to provide Elections Services.

1.2. Purpose. The Pima County Elections fee schedule has been amended (Ordinance 2024-6). A change of verbiage in County Obligation section A is needed, to correctly charge the Town of Sahuarita based on the new fee schedule. Additionally, the contact amount is increasing to reflect the new fee schedule.

2. County Obligation:

A. Provide election services as requested by the Town Clerk at the applicable cost set forth in Pima County Fee Ordinance 2024-6, which is attached hereto as Exhibit A, or a subsequent ordinance amending the Pima County Election's Office Fee Schedule.

All other provisions of the IGA not specifically changed by this Amendment remain in effect and are binding upon the parties.

PIMA COUNTY

TOWN OF SAHUARITA

Chair, Board of Supervisors

Mayor, Town of Sahuarita

Date

Date

ATTEST

ATTEST

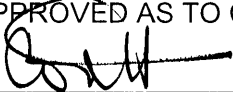
Clerk of the Board

Clerk, Town of Sahuarita

Date

Date

APPROVED AS TO CONTENT

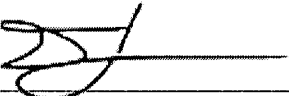


Department Head

9/25/2024

Date

The foregoing Intergovernmental Agreement has been reviewed 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 the parties represented by the undersigned.



Daniel Jurkowitz 09/25/2024
Deputy County Attorney Date

Town of Sahuarita Attorney Date

EXHIBIT A

20241310330

ORDIN

05/10/2024 11:41:22 AM

Page: 1 of 3

Gabriella Cázares-Kelly Recorder

OFFICIAL RECORDS OF PIMA COUNTY, AZ



ORDINANCE NO. 2024- 6

AMENDMENT OF THE PIMA COUNTY ELECTIONS DEPARTMENT FEE SCHEDULE

AN ORDINANCE OF THE BOARD OF SUPERVISORS OF PIMA COUNTY, ARIZONA AMENDING FEES FOR ELECTION-RELATED SERVICES PROVIDED BY THE PIMA COUNTY ELECTIONS DEPARTMENT

WHEREAS, the Pima County Board of Supervisors is authorized, pursuant to A.R.S. §§ 11-251.08, 16-205, and 16-503, to charge for election-related services provided by the Pima County Elections Department; and,

WHEREAS, the Pima County Board of Supervisors has the authority under A.R.S. § 11-251.05 to adopt all ordinances necessary or proper to carry out the functions of the County.

BE IT ORDAINED BY THE BOARD OF SUPERVISORS OF PIMA COUNTY, ARIZONA:

SECTION 1. Ordinance 2018-20 is hereby amended according to the attached fee schedule.

SECTION 2. This Ordinance shall take effect thirty (30) days from the date of adoption.

SECTION 3. If any provision of this Ordinance, or the application thereof to any person or circumstance is invalid, the invalidity shall not affect other provisions or applications of this Ordinance, which can be given meaning without the invalid provision.

PASSED AND ADOPTED THIS 7th day of May, 2024.

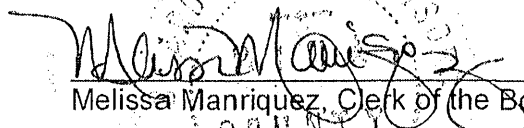
PIMA COUNTY BOARD OF SUPERVISORS

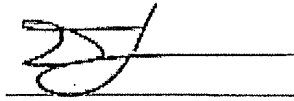

Chair Board of Supervisors

MAY 07 2024

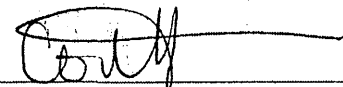
ATTEST:

APPROVED AS TO FORM:


Melissa Manriquez, Clerk of the Board


Daniel Jurkowitz, Deputy County Attorney

REVIEWED BY:


Constance L. Hargrove, Director of Elections

PIMA COUNTY FEE SCHEDULE

Election Fees

The following fees reflect the difference in costs for conducting a vote-by-mail election versus a polling place election.

FEES BY TYPE OF ELECTION

Special, Consolidated & Non-Consolidated Vote-By-Mail Elections: \$2.50 per registered voter

Special, Consolidated & Non-Consolidated Polling Place Elections: \$5.00 per registered voter

Elections consolidated with State or
Federal Elections: \$1.50 per registered voter

Non Governmental Elections \$2,500 per Election

Recounts \$2,000 per day, plus the actual cost of
overtime.

Other Service Fees

Maps Actual Cost

Copies \$.50 per page

Research Fee – Information more than two years old \$25.00 per hour (minimum one hour)

Election Results – Digital only \$15.00 per CD