



COCONINO COUNTY
ELECTIONS DEPARTMENT

**Intergovernmental Agreement
FOR PROVISION OF SERVICES BY THE
COCONINO COUNTY ELECTIONS DEPARTMENT**

This Contract for Services is entered into this _____ day of _____, 2026 pursuant to A.R.S. 11-951 *et seq* between **COCONINO COUNTY**, for and on behalf of **COCONINO COUNTY ELECTIONS DEPARTMENT (CCED), COCONINO COUNTY RECORDER (RECORDER) (collectively the “COUNTY”)**, a political subdivision of the State of Arizona, with offices located at 219 E. Cherry Ave., Flagstaff AZ 86001, and the **[INSERT JURISDICTION NAME]** (hereinafter the “**JURISDICTION**”), also a political subdivision of the State of Arizona.

WHEREAS the COUNTY has authority under A.R.S. Titles 16 and 19 to conduct elections, responsibility for establishing and staffing polling places, preparing, and counting ballots, and for providing voting equipment;

WHEREAS the COUNTY RECORDER has the authority to maintain voter registration rolls and to conduct early balloting under A.R.S. 16-162 and A.R.S. Title 16, Ch. 4, Art. 8;

WHEREAS the JURISDICTION has the responsibility for conducting its own elections under A.R.S. Title 16;

WHEREAS the JURISDICTION is authorized to contract with the Board of Supervisors and County Recorder for election services under A.R.S. § 16-205 and desires to use the election services of COUNTY to conduct its election as set forth below;

NOW THEREFORE, in consideration of the mutual agreements described herein, the parties agree as follows:

SECTION 1. Type of Election and Important Dates

COUNTY agrees to provide election services for the following elections:

Primary Election

Election Day	07/21/2026
Last day to vote early in person	07/17/2026
Last day to request an early ballot to be mailed	07/10/2026
Early voting begins/early ballots mailed	06/24/2026
Voter registration deadline	06/22/2026

3. BALLOTS

- A. CCED will have Official Ballots printed and distributed to the early voting sites, polling locations:
- B. JURISDICTION will provide CCED with final ballot language no later than 90 days prior to election day.
- C. After 90 days prior to election day, JURISDICTION will pay \$100 per change to CCED for any changes or alterations to final ballot language unless such changes are necessitated by an error or omission made by CCED.
- D. CCED shall provide the JURISDICTION a ballot proof. The JURISDICTION shall have 48 hours to notify CCED of any errors or omissions that require correction to the ballot.
- E. CCED shall tabulate the ballots and provide JURISDICTION with unofficial and official election results reporting.
- F. CCED shall work in accordance with the JURISDICTION on any court ordered recounts.

4. POLL WORKERS

CCED will recruit, train, provide, and pay Election Board Workers to conduct the election.

5. POLLING PLACES

CCED will designate and arrange for the voting locations. (This includes reserving each site and mailing an agreement to each location.)

6. REGISTERS AND ROSTERS

- A. RECORDER will provide statutory lists of registered voters for early voting and for use at the voting locations.
- B. RECORDER voter lists, registers, and files contain restricted Data – release or distribution of all or any portion of such information is restricted and, in some cases, prohibited by law, subject to criminal prosecution.

7. ELECTION DAY SUPPLIES

CCED shall deliver and pick up voting location supplies.

8. LOGIC AND ACCURACY TEST

- A. CCED will conduct the Logic and Accuracy Tests of vote tabulating equipment.
- B. CCED will publish notice of the Logic and Accuracy Tests.

9. EARLY VOTING

RECORDER will conduct early voting by mail and in person at locations designated by RECORDER.

SECTION 5: OBLIGATIONS OF JURISDICTION

JURISDICTION, or its designated agent, agrees to:

1. Pay the following costs to CCED:
 - **\$2.00** per registered voter, except as provided below, plus
 - Actual cost of Native American Outreach
2. Cover all costs (100%) of recount expenses.
3. Coordinate with CCED on recount court orders, where required, to match tabulation timelines with other jurisdictional court ordered recounts on the same ballot, to the extent possible.
4. Publish and post all legal notices required by statute, except for the notice for the Logic and Accuracy tests.
5. Prepare, print, and mail any required informational pamphlet.
6. If a change in taxing district boundaries occurs, notify the Department of Revenue by November 1 pursuant to ARS § 42-17257.

SECTION 6: MANNER OF FINANCING AND BUDGETING

Each party represents that it has sufficient funds available in this current fiscal year budget to discharge the funding obligation imposed by this Contract.

SECTION 7: TERMINATION

This Contract shall terminate upon resolution of all matters connected with the elections, legal challenges excepted, or upon written notice by either party to the other within thirty (30) days prior to the election date(s). Should the election herein be challenged or questioned for any reason whatsoever, then, subject to the Jurisdiction's right of indemnification under Section 8 of this Contract, the Jurisdiction shall be solely responsible for the defense of said election, provided that the County shall cooperate in the defense of such challenge and shall provide its officers and employees as necessary to testify in any proceedings arising from the challenge.

SECTION 8: INDEMNIFICATION OF COUNTY AND DISTRICT

To the extent permitted by law, each party agrees to hold the other party harmless and to

indemnify the other for any loss, liability or damage arising from any action, omission or negligence of each party's employees, officers or agents, regarding the performance of this Contract.

SECTION 9: EFFECTIVE DATE AND TERM OF AGREEMENT

This Contract shall become effective as of the start date of coordinating the administration of elections with Coconino County, and shall terminate as provided in Section 7.

SECTION 10: CANCELLATION

This agreement is subject to cancellation pursuant to the provisions of A.R.S. § 38-511.

SECTION 11: SEVERABILITY

If any provision of this Contract or application thereof is held invalid, such invalidity shall not affect other provisions or applications of this Contract.

IN WITNESS WHEREOF, the governing bodies of each of the parties hereto have approved this agreement by resolution adopted on the dated given below.

[INSERT JURISDICTION NAME]

COCONINO COUNTY:

Date of adoption: _____

Date of adoption: _____

(Signature of Authorized Agent)

(Title of Authorized Agent)

Patrice Horstman
Chair, Board of Supervisors

ATTEST:

Lindsay Daley, Clerk of the Board

Aubrey Sonderegger, County Recorder

Reviewed and approved by legal counsel and found to be within the authority of the governing body to adopt:

Attorney for Jurisdiction

Deputy County Attorney