



**MARICOPA COUNTY ELECTIONS DEPARTMENT**  
**MENU OF SERVICE – JURISDICTIONS – RECALL ELECTION**  
**CITY CLERK**  
**CITY OF GLENDALE**  
**ORIGINAL**

C-10090  
06/23/2015

SHARED WITH ANOTHER COUNTY?

SHARED WITH ANOTHER DISTRICT?

COPY OF ACTION CALLING ELECTION IS ATTACHED (MEETING MINUTES, RESOLUTION, NOTICE, ETC)   
 BOARD MEETING DATE:

TITLE OF ELECTION   
 ELECTION DATE   
 LAST DAY TO REGISTER

VOTER REG TOTAL:   
 AS OF:   
 COST PER VOTER:   
 # ON PEVL:

CANDIDATES? YES  NO

\*shared cost with Peoria Unif (VR: 12,115, PEVL: 7,263)  
 \*shared cost with Deer Valley Unif (VR: 4,924, PEVL: 3,161) \*shared cost with Glendale Union: (VR: 450, PEVL: 252)

IF YES, OFFICE(S) TO BE ELECTED:

NUMBER TO ELECT:

LAST DAY FOR CANDIDATE FILING / WRITE IN DEADLINE

BALLOT QUESTIONS? YES  NO

IF YES, IDENTIFY THE TYPE AND NUMBER OF MEASURES TO APPEAR ON THE BALLOT:

**CONTACT INFORMATION - SIGNOFF ON BALLOT LANGUAGE**

PRIMARY CONTACT:   
 (Individual(s) Authorized To Sign Off On All Proofs)

WORK PHONE #	623-930-2030
HOME PHONE #	<input type="text"/>
CELL PHONE #	<input type="text"/>

EMAIL ADDRESS	phanna@glendaleaz.com
FAX #	623-463-6678
ALTERNATE #	

SECONDARY CONTACT:

WORK PHONE #	623-930-3261
HOME PHONE #	<input type="text"/>
CELL PHONE #	<input type="text"/>

EMAIL ADDRESS	dmccracken@glendaleaz.com
FAX #	623-463-6678
ALTERNATE #	

ATTORNEY INFO:

WORK PHONE #	623-930-2930
HOME PHONE #	
CELL PHONE #	

EMAIL ADDRESS	drobberson@glendaleaz.com
FAX #	
ALTERNATE #	

## PRINTING

The Maricopa County Elections Department (MCED) conducts all elections on the Insight Optech (Optical Scan System). The statutory required amount of ballots must be designed, ordered and printed through MCED. 102% of ballots shall be printed.

## TRANSLATION

Spanish Translation of ballot text shall be provided by MCED; the translation is bonded, certified, and has been approved by the U.S. Department of Justice. In order to maintain the integrity of the translation, **no changes shall be allowed to translation provided by MCED.** The Jurisdiction is responsible to insure the MCED Spanish Translation also appears in the Information Report, Publicity Pamphlet and Sample Ballot.

Jurisdiction will provide their own Spanish translation of ballot text, and will assume all responsibilities regarding the translations accuracy.

**NATIVE AMERICAN TRANSLATION PROVIDED BY MCED:** All election related materials must be translated into the Native American languages, as specified on the Federal Register, if a portion of the jurisdiction is located on Indian reservation. A translator must be present at each polling place affected on Election Day. Because MCED is covered by the US Department of Justice under Section 203 of the Voting Rights Act, all translation and translator(s) shall be provided by MCED.

Is any portion of the jurisdiction located on Indian reservation? YES  NO

IF YES, which Tribe/Reservation?

N/A

## REASONABLE ACCOMODATIONS:

MCED will provide reasonable accommodations of the ballot and election materials such as the publicity pamphlet in Large Print, Braille and Audio formats upon request only. These requests shall allow adequate time for production and distribution to the voter. The jurisdiction shall refer such requests to MCED. Please provide an electronic copy of the Publicity Pamphlet text in word format for replication in alternative format.

## CONTACT INFORMATION:

Daniel Ruiz, Director of Public Affairs  
[druiz@risc.maricopa.gov](mailto:druiz@risc.maricopa.gov)  
(602) 506-1270

## MAPPING

**BOUNDARY CONFIRMATION:** An electronic map (PDF format) and spatial data is provided to the City or Town Clerk (on CD) for approval of boundary information. Please respond within 10 business days with any corrections to the map to MCED GIS: [gismail@risc.maricopa.gov](mailto:gismail@risc.maricopa.gov). **If no reply is received by MCED GIS, the district boundaries will be deemed approved by the City or Town Clerk.**

**ANNEXATION INFORMATION:** Are there any pending annexations? YES  NO   
*(Pending Annexations must be effective no later than 69 days prior to the election)*

If yes, provide details of each annexation below:

CD including map & spatial data was provided at the Menu of Service Meeting held on:

CD including map & spatial data was mailed on: \_\_\_\_\_

**BALLOT LAYOUT**

**THE JURISDICTION IS RESPONSIBLE FOR PROVIDING THE INFORMATION NECESSARY FOR BALLOT LAYOUT FOR EACH ELECTION APPLICABLE DIRECTLY TO MCED BY EMAIL TO:**

[rvalenzuela@risc.maricopa.gov](mailto:rvalenzuela@risc.maricopa.gov)

**105 DAYS PRIOR TO THE ELECTION: N/A**

Jurisdiction shall submit **FINAL** ballot language to MCED \*\* (Full Text & Tag-Line Ballot Text **REQUIRED**)

\*\* FULL TEXT IS THE COMPLETE TEXT OF THE MEASURE (E.G. OFFICIAL TITLE, DESCRIPTIVE TITLE, YES & NO STATEMENTS, ETC.) AND TAG-LINE TEXT IS A CONDENSED VERSION OF THE FULL TEXT AS PRESCRIBED BY ARS §16.502 M (**ONLY TAG-LINE TEXT WILL APPEAR ON THE BALLOT**)

**90 DAYS PRIOR TO THE ELECTION: August 5, 2015**

Provide copies of the 200 word statement for all candidates being recalled and the recall petition language from each filed application.

**60 DAYS PRIOR TO THE ELECTION: September 4, 2015**

Jurisdiction shall submit candidates' names to MCED by 7:00 p.m.

- MCED will provide rotation of candidate names by Election District as required by law. (by precinct)
- Jurisdiction will provide rotation of candidate names.\*

\*THIS INFORMATION MUST BE SUBMITTED TO MCED 60 DAYS PRIOR TO THE ELECTION BY 7:00 P.M., IF NOTICE OR SPECIAL MEETING IS REQUIRED, IT MUST BE DONE PRIOR TO THE DEADLINE.

**CANDIDATE BALLOT PROOF**

N/A

**59 DAYS PRIOR TO ELECTION** MCED shall provide jurisdiction with a **TEXTUAL BALLOT PROOF**.

**59 DAYS PRIOR TO ELECTION** jurisdiction shall provide candidates with a **TEXTUAL BALLOT PROOF** for verification of candidates' names.

**54 DAYS PRIOR TO THE ELECTION** the jurisdiction shall notify MCED of any changes or corrections\* to the **TEXTUAL BALLOT PROOF**.

The **TEXTUAL BALLOT PROOF** shall be used as a galley proof to verify the spelling of candidates' names.

**ISSUE(S) BALLOT PROOF**

N/A

**104 DAYS PRIOR TO ELECTION** MCED shall provide the Jurisdiction with a **TEXTUAL BALLOT PROOF** of the issue(s). This proof shall contain the English version of the ballot issue(s).

**100 DAYS PRIOR TO THE ELECTION** the Jurisdiction shall notify MCED of any *corrections\** to the **BALLOT**. Sign-off will indicate that text of the issue(s) is final and approved for translation to Spanish.

**COSMETIC BALLOT PROOF**

**UPON COMPLETION OF THE ACTUAL BALLOT**, MCED shall provide the Jurisdiction with a **COSMETIC BALLOT PROOF** that provides the Jurisdiction with an actual version of their ballot as it will appear to the voters. This **COSMETIC BALLOT PROOF** shall require sign-off to authorize the production of the actual ballot. Any *corrections\** made at this point can incur additional charges as outlined below. **DUE TO THE TIGHT TIMEFRAMES BETWEEN HAVING THIS PROOF AVAILABLE AND THE NEED TO GO TO PRINT, IT WILL BE REQUIRED THAT THE INDIVIDUAL(S) AUTHORIZED TO SIGN OFF ON PROOFS BE AVAILABLE FOR CONTACT AT ANY TIME, INCLUDING POSSIBLY WEEKENDS OR HOLIDAYS.** The turnaround timeframe for review can be as little as 2 hours due to the timeframes in place for printing.

**PROOFS (CONTINUED)**

\*CORRECTIONS ARE DEFINED AS MISPELLINGS, GRAMMATICAL ERRORS, OR TYPING ERRORS NOT CONTAINED IN ORIGINAL TEXT PROVIDED TO MCED.

IF DEADLINES ARE NOT ADHERED TO, MCED IS NOT ABLE NOR OBLIGATED TO GUARANTEE PUBLICATION OF YOUR ELECTION MATERIALS IN COMPLIANCE WITH DATES ESTABLISHED BY LAW.

**JURISDICTION SHALL INCUR A FEE OF UP TO \$5,000 PER DAY FOR SUBMITTING CHANGES TO A SIGNED PROOF, AND THIS AGREEMENT IS SUBJECT TO IMMEDIATE CANCELLATION BY MCED**

**NOTIFICATIONS**

**90 Day PEVL Notice:** Pursuant to ARS §16-544.D, Not less than ninety days before an election held in August or March, the County Recorder or other officer in charge of elections shall mail to all voters who are eligible for the election and who are included on the permanent early voting list (PEVL) an election notice. The notice shall include the dates of the elections that are the subject of the notice, the dates that the voter's ballot is expected to be mailed and the address where the ballot will be mailed.

Current PEVL figures can be found online at: <http://recorder.maricopa.gov/voterregnet/PEVL.aspx>

**SAMPLE BALLOTS**

N/A

Maricopa County Elections Department will create and mail Sample Ballots for the Election if the election contains **candidates only**. If the Election does not contain candidates or is coupled with a measure or measures then the "Sample Ballot" shall be contained within the Publicity/Informational Pamphlet. Two (2) copies will be posted at each Polling Place on election day as required by law. (ARS §16-563.1)

**SAMPLE BALLOT MAILING**

N/A

**Sample Ballots will be mailed no later than 11 days prior to the election pursuant to ARS 16-461.D, E.** MCED shall not mail printed material it has not produced; therefore, the following applies only to SAMPLE BALLOTS that MCED has generated.

**IF MCED IS THE VENDOR PREPARING THE JURISDICTION'S SAMPLE BALLOT, SHALL MCED MAIL?**

YES  NO  IF YES, By Household  By Registered Voter

**IF NO, MCED SHALL PROVIDE THE FOLLOWING ON CD:**

VR02 – Mailing label file on CD to Vendor  on

**PUBLICITY PAMPHLET MAILING**

N/A

Jurisdiction is responsible for layout, preparation and printing. Extra copies, for public distribution (20 copies), must be provided to MCED at least 35 days prior to the Election. The sample ballot shall be included in the Publicity Pamphlet.

**MCED will provide the following for mailing purposes:**

VR02 – Mailing label file (by household) to Vendor:  on  Date

Jurisdiction will mail to each registered voter? YES  NO

Will the jurisdiction be mailing a Supplemental Publicity Pamphlet? \*\* YES  NO

\*(if yes, there will be an additional cost)

**RUNOFF / GENERAL ELECTION (IF NECESSARY)** N/A

VR02 – Mailing label file (by household) to Vendor:

on

Date

Will the jurisdiction be mailing a Supplemental Publicity Pamphlet? \*\* YES

NO

\*(if yes, there is an additional cost)

**\*\*If Yes, the label file will be provided the Monday following the cut-off of voter registration.  
Clerk must make arrangements with the vendor for additional printing.**

**POSTAL INDICIA/RETURN ADDRESS INFORMATION**

Please indicate the US Postal Indicia to be used for mailing Sample Ballot:

**MCED RETURN ADDRESS AND INDICIA** (\$.03 - \$.08 each)  
(Jurisdiction's name appears everywhere except the return address)

**JURISDICTION'S RETURN ADDRESS AND MCED INDICIA** (\$.15 - \$.18 each)

**JURISDICTION'S RETURN ADDRESS AND INDICIA** (jurisdiction cost)

**ELECTION PERSONNEL**

**MCED WILL RECRUIT POLL WORKERS.**

# Of Workers per board 6-9

Bilingual board workers will be hired in areas as required.

***(U.S. Census data by precinct will be used to determine bilingual areas.)***

Pay Scale: Inspectors \$115; Others \$100; (Plus \$25 if certified Premium; \$10 attending regular training; \$25 attending bilingual training; \$5 for Setup)

**MCED's PRIORITY WILL BE TO RECRUIT FROM WITHIN THE JURISDICTION.**

**TROUBLESHOOTERS**

Troubleshooters are trained individuals who serve as a liaison between MCED and the poll workers. Troubleshooters are supplied with radios or cellular telephones for direct access during the Monday set-up meetings and on Election Day.

**MCED WILL RECRUIT, TRAIN AND COMPENSATE TROUBLESHOOTERS.**

Pay Scale: Premium Troubleshooters: \$15 hr; Regular \$10/hr; Training \$10; (plus mileage)

**HOTLINE – MONDAY SETUP / ELECTION DAY**

**HOURS OF OPERATION:** Monday (prior to election) from 12 Noon until completion of set-up meetings and Election Day from 5:30 a.m. until all poll workers and troubleshooters have departed.

## POLLWORKER / CAMPAIGN FINANCE TRAINING

Election board worker training begins approximately 2 weeks prior to the election. Campaign Finance Training is also available upon request (\$50 per hr, min 2 hrs) To schedule a date for Campaign Finance Training, contact Kristi Passarelli at [kpassarelli@risc.maricopa.gov](mailto:kpassarelli@risc.maricopa.gov) or (602) 506-8344 or Berta Ramirez at [bramirez@risc.maricopa.gov](mailto:bramirez@risc.maricopa.gov) or (602) 506-0938.

Suggested  
Location:

N/A

Room Capacity:

Campaign Finance Training:

YES

NO

Date, Time & Location:

## POLLING LOCATIONS

**MCED WILL OBTAIN THE POLLING LOCATIONS.**

(This includes calling to reserve each site and mailing an agreement to each polling place.)

**JURISDICTION REQUESTS TO OBTAIN THEIR OWN POLLING PLACES?** YES  NO

If YES, please note MCED will need the final listing no later than 90 days prior to the election. MCED is required to obtain a facility use agreement form from each facility and conduct an evaluation prior to election day.

IF YES, please provide MCED with the following:

1. List of polling places indicating precincts assigned to each polling place.
2. Verification and date that U.S. Dept. of Justice pre-cleared the polling places.
3. Assigned room at the polling place.
4. Telephone number of the contact person for each polling place.

**REMEMBER TO NOTIFY MCED IMMEDIATELY IF A POLLING PLACE LOCATION CHANGES**

Polling Locations are made available to the public 80 days prior to the election (8/17/2015)  
online at: <https://recorder.maricopa.gov/pollingplace/pollingplace.aspx>

## EARLY VOTING INFORMATION:

First day ballots are mailed: (27 days prior)

WEDNESDAY, OCTOBER 7, 2015

First day to vote in person: (26 Days prior)

THURSDAY, OCTOBER 8, 2015

Last day to request an early ballot:

FRIDAY, OCTOBER 23, 2015 AT 5:00 PM

Last day to vote early (in person):

FRIDAY, OCTOBER 30, 2015 AT 5:00 PM

**EARLY BALLOT REQUESTS:** Requests for early ballots, received by your jurisdiction, must be received by MCED no later than 5:00 p.m. on the 11<sup>th</sup> day preceding the election. **REQUESTS THAT HAVE BEEN RECEIVED BY YOUR OFFICE FOR EARLY BALLOTS CAN BE FAXED TO:** 602-506-5112. Voters can request an early ballot by TELEPHONE at 602-506-1511, INTERNET at [www.recorder.maricopa.gov](http://www.recorder.maricopa.gov), or by MAIL to MARICOPA COUNTY ELECTIONS, 510 S 3<sup>rd</sup> Ave, PHOENIX AZ, 85003. MCED strictly adheres to A.R.S. 16-542-F, which defines "emergency voting."

## EARLY VOTING LOCATIONS

**MCED shall maintain and operate early voting at all three Recorder/Elections offices. For an additional site(s) requested by the Jurisdiction, payroll for staffing these sites is the responsibility of the Jurisdiction. MCED will provide equipment, supplies and training for the site(s).**

**HOURS OF OPERATION:** All Early Voting / Satellite locations shall remain open until 5:00 p.m. on the Friday preceding Election Day as required by law, or until the latest hour of operation prior to 5:00 pm on the Friday preceding Election Day.

**ADDITIONAL EARLY VOTING LOCATIONS ARE AVAILABLE ON THE MCED WEBSITE:**

<http://recorder.maricopa.gov/elections/evlocations.aspx>

**COUNTER VOTING:** Do you want to conduct Counter Voting? YES\*  NO\*\*

\*\*If No, do you want to have a Ballot Box Only for early ballot drop off? YES  NO

\*If Yes, the following applies:

- EV Starts 26 days prior to the election. EV will begin at the jurisdiction on the Monday after.\*
- Payroll for staffing the Early Voting Site(s) is the responsibility of the Jurisdiction.
- Equipment, Supplies and Training will be provided by MCED.
- All EV Sites will be "ballot on demand" systems. Any registered voter must have the ability to vote at any location.

\*Do you want to begin early voting on the same day as MCED? YES  NO

*If No, EV will begin the following Monday.*

### **EV STAFFING:**

Do you have a bilingual employee available for language assistance during voting hours? YES  NO

**EQUIPMENT:** Procedures and Early Voting Supplies will be provided by MCED for Jurisdiction's counter voting. Early Voting Sites include the EDGE Touch Screen voting machine, laptop and ballot on demand printer. ***Training by MCED is required for staff conducting early voting.***

### **EARLY VOTING - SATELLITE LOCATION OPTION**

N/A

Suggested Satellite Location(s)

*Satellite locations must be approved by MCED.*

- EV begins 26 days prior to the election. EV will begin at the Jurisdiction on the Monday after.\*
- Payroll for staffing the EV Site(s) is the responsibility of the Jurisdiction.
- Equipment, Supplies and Training will be provided by MCED.
- All EV Sites will be "ballot on demand" systems. Any registered voter must have the ability to vote at any location.
- If EV hours will be different from office hours, a schedule must be provided to MCED prior to the start of EV.

\*Do you want to begin early voting on the same day as MCED? YES  NO

*If No, EV will begin the following Monday.*

## EARLY VOTING - PROCESSING

MCED WILL PROCESS JURISDICTION'S EARLY BALLOTS AND VERIFY SIGNATURES.

## ELECTION DAY SUPPLIES

MCED WILL DELIVER AND PICK UP polling place supplies.

## E-POLLBOOKS

Electronic Pollbooks will be used as replacement of paper signature rosters at each polling place. MCED will provide a minimum of two e-pollbooks at each polling location.

## PUBLIC RECORD REQUESTS - VOTER DATA

**VM51 - Public Record Voter Listing will be provided upon request**

MCED shall process public record requests for voter information on behalf of the Jurisdiction.  
Forms are available online: [http://recorder.maricopa.gov/elections/pr\\_requestforms.aspx](http://recorder.maricopa.gov/elections/pr_requestforms.aspx)

Jurisdiction shall process all public record requests for voter information.\*

**\*Jurisdiction shall provide the following information to all persons obtaining voter data:  
MCED 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.**

Data contained on electronic media and paper provided to the Jurisdiction containing voter registration files, lists or reports are derived from the County's General Register. The data is the property of the Record Custodian, Maricopa County Elections Department. Pursuant to Arizona law, the data is subject to protections and restrictions. Release, distribution or use of this information is prohibited except by Maricopa County and as disclosed in written request to the Maricopa County Record Custodian, or pursuant to A.R.S. 16-168D, or pursuant to written authorization by the Record Custodian approving release or distribution to, or use by, any one other than the original requester, or to any person or for any purpose not stated or disclosed in the original request. Persons using this information for any purpose except those authorized by law are subject to fine and/or imprisonment. Furthermore, any person who obtains this data for a commercial purpose without indicating the commercial purpose, or any person who uses or knowingly allows the use of this record for a commercial purpose, or for a different commercial purpose than originally stated, or who obtains this data from anyone other than the Custodian of the Record and uses the information for a commercial purpose, is liable to the County for treble damages and attorney fees, in addition to penalties provided by law.

## VOTER DATA REPORTS

All files will be produced in .txt format on CD for pickup or electronically for download on the Jurisdiction's VPN as indicated below:

### SELECT PREFERRED METHOD:

VPN - Electronic Download

CD

Jurisdiction to PICK UP CD

Where?  DWTN 111 S. 3<sup>rd</sup> Ave  MCTEC 510 S 3<sup>rd</sup> Ave  MESA 222 E Javelina Dr.

CD TO BE MAILED

Mailing Address: \_\_\_\_\_

## SELECT REPORTS:

### **Voter Registration List**

- VM34** Party File - voter registration file for the Jurisdiction contains voter name, ID #, mailing and residential address, party affiliation, and voting history for all voters – both active and inactive

### **Early Voter List Requested**

- EV32** (Contains: *Voter ID, Voter Name, Mailing Address, Telephone Number*)  
Report runs **DAILY** throughout the duration of the Early Ballot request period. The first CD/Electronic download will be available 33 days prior to the election. The final CD/Electronic Download will be available the Monday after the last day of early voting.

### **Early Voter List Returned**

- EV33** (Contains: *Voter ID, Voter Name, Mailing Address, Telephone Number*)  
Report runs **DAILY** throughout the duration of the Early Ballot Request period. The first CD/Electronic download will be available the Monday following the mailing of the ballots. The final CD/Electronic download will be available the Monday before the election.

### **Voted File**

- VM55** (Contains: *Voter ID, Voter Name, Residence Address, Telephone Number, Precinct or District, Political Party, Ballot Type*)  
Report will be available within 2 weeks after the election.

## LOGIC AND ACCURACY TEST

MCED will provide a letter to the Secretary of State for the tabulation program.

The date, time and place of the Logic and Accuracy Test must be advertised at least 48 hours before the test. MCED will advertise the test in the Record Reporter.

**L & A TEST DATE (EDGE – TOUCH SCREEN): (TUESDAY BEFORE EV, 10/6/15) TIME: 2:00 PM**

**L & A TEST DATE (INSIGHT): (THURSDAY BEFORE ELECTION DAY, 10/29/15) TIME: 2:00 PM**

RSVP at least one day prior to the test.

**LOCATION: Maricopa County Elections Dept., 510 S. 3<sup>rd</sup> Ave., Phoenix;**  
(located on the northwest corner of 3<sup>rd</sup> Avenue and Lincoln in downtown Phoenix)

## MEMORY PACK SITES

Poll workers will bring the ballots and memory packs to City/Town Hall after the polls are closed. An analog phone line is necessary to transmit the results to election central. MCED Staff will conduct an evaluation 2 weeks prior to the election. MCED will staff the site. City/Town staff is welcome to assist. (If City/Town Hall is unavailable, MCED shall use the following location:

*Possibly: St. Andrew Lutheran Church – 3101 W Cholla St*

## BALLOT TABULATION

MCED SHALL PERFORM the tabulation of Jurisdiction. Canvass Date: \_\_\_\_\_

## ELECTION RESULTS

**Election night results will be released after 8:00PM.**

**Results are available online at <http://recorder.maricopa.gov/electionresults/>**

The unofficial results will be e-mailed to you on election night. A "test" email will be sent at 6:30PM to ensure that the email address provided below is accurate. Shortly after 8:00 PM, you will receive the following information by email: "unofficial early results" and a summary of "unofficial combined results". These results will also be posted the County Recorder's webpage. Once all precincts have reported, you will receive an additional email containing an updated "unofficial combined results" summary. Official Results will be available after all ballots including "conditional provisional ballots" have been processed and counted. Primary (Friday after 5:00PM)\* General (Tuesday after 5:00PM)\* Canvass reports will be provided upon completion of tabulation. \*These times may vary

### **Election Night Contact Information:**

**E-MAIL RESULTS TO:**

[phanna@glendaleaz.com](mailto:phanna@glendaleaz.com) and [dmccracken@glendaleaz.com](mailto:dmccracken@glendaleaz.com)

Phone #:

Alternate #:

***If you need to make a correction to the above information at any time, please email Kristi at [kpassarelli@risc.maricopa.gov](mailto:kpassarelli@risc.maricopa.gov)***

## POST ELECTION ID VERIFICATION

All City / Town Clerk Offices are designated as Post Election ID Verification Sites for ALL elections. The Clerk and staff must sign an oath of office to be appointed as Deputy County Recorders to be an authorized person to verify ID. At 5:00 PM on the last day (5 days after a Federal General Election and 3 days after all other elections), the City/Town Clerk's office shall notify the Elections Department by phone, fax or email ( [kpassarelli@risc.maricopa.gov](mailto:kpassarelli@risc.maricopa.gov) ) of the status of verification.  
(Even if there have not been any voters come in to provide ID)

## STORAGE & RETENTION

Approximately 2 weeks after the election, all materials related to the election (signature rosters, voted ballots, official envelopes, early ballots, etc.) will be available.

JURISDICTION TO PICK UP

MCED TO DELIVER

SPECIAL INSTRUCTIONS:

SPECIAL INSTRUCTIONS FOR  
DELIVERY & CONTACT  
INFORMATION:

## ACKNOWLEDGEMENTS

By signing below, I hereby agree to all of the content described in this Menu of Service Agreement.

DATE:	
SIGNATURE FOR THE JURISDICTION:	<b>X</b>
<b>PAM HANNA</b>	Title: <b>CITY CLERK</b>
PHONE NUMBER	623-930-2030
FAX NUMBER	623-463-6678
EMAIL ADDRESS	phanna@glendaleaz.com
STREET ADDRESS	5850 W. Glendale Ave, Ste 455
CITY / ZIP	Glendale/85301
SIGNATURE FOR MCED:	
<b>KRISTI PASSARELLI</b>	<b>CAMPAIGN FINANCE &amp; JURISDICTIONAL MANAGER</b>
PHONE NUMBER	(602) 506-8344 or (602) 526-1520 cell
FAX NUMBER	(602) 506-3069
EMAIL ADDRESS	<a href="mailto:kpassarelli@risc.maricopa.gov">kpassarelli@risc.maricopa.gov</a>
STREET ADDRESS	111 S 3 <sup>RD</sup> AVE, PHOENIX 85003

CITY OF GLENDALE, an Arizona  
municipal corporation

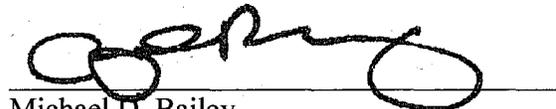


Richard A. Bowers,  
Acting City Manager

ATTEST:

  
Pamela Hanna, (SEAL)  
City Clerk

APPROVED AS TO FORM:

  
Michael D. Bailey,  
City Attorney