



Date: July 29, 2025

TO: Melissa Manriquez  
Clerk of the Board

FROM: Constance L. Hargrove  
Elections Director

RE: Revised Ordinance 2024-6 Election Fee Schedule

---

The current fee ordinance sets the rate Pima County can charge for election-related services. I am requesting that the Board of Supervisors approve the attached election service fee ordinance. The existing ordinance was last revised and approved by the Board of Supervisors on May 7, 2024.

The current fee schedule does not include argument submissions for ballot measures. As prescribed in A.R.S. § 19-124(E), any person submitting an argument for a countywide ballot measure must also provide payment at the time of filing.

The County must compile, print, and mail the publicity pamphlets to voters. The estimated cost to the County can range between \$300,000 and \$400,000, depending on the number of arguments. The proposed fee will offset a portion of the cost to the County.

The proposed fee schedule includes a set rate of \$25.00 per argument submission. All other fees in the ordinance remain the same.

Constance L. Hargrove, Director

# COB - BOSAIR FORM

08/22/2025 11:14 AM (MST)

Submitted by Vanessa.Figueroa@pima.gov



Welcome to the [Board of Supervisors Agenda Item Report \(BOSAIR\)](#) Form.

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:** 10/14/2025

## Agenda Item Report

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

Record Number:

**Title:** Elections Department Service Fee Ordinance

**Introduction / Background:** The Elections Department provides election services on behalf of Pima County and charges according to the set rates established in the fee schedule. The current fee schedule was approved by the Board of Supervisors on May 7, 2024 under Ordinance 2024-6. The Department has amended the existing ordinance to include an additional service charge as required by law.

**Discussion:** As prescribed in A.R.S. § 19-124(E) and § 19-141, any person submitting an argument for a countywide ballot measure must also provide payment at the time of filing. Existing Ordinance 2024-6 does not include a rate for argument submissions for ballot measures. The ordinance has been amended to include a service charge to meet this requirement.

**Conclusion:** The Elections Department is proposing an amended fee schedule to include a set rate for argument submissions for ballot measures. The update to the existing ordinance includes a rate of \$25.00 per argument submission. All other fees in the ordinance remain unchanged.

**Recommendation:** The Elections Department recommends the approval of the amended fee ordinance schedule and adoption of Ordinance No. 2025-.

**Fiscal Impact:** The proposed fee will offset a portion of the cost to the County to produce publicity pamphlets for countywide ballot measures.

**Support of Prosperity Initiative:** N/A

**Provide information that explains how this activity supports the selected Prosperity Initiative** N/A

Board of Supervisor District:

- 1
- 2
- 3
- 4
- 5

Department:

Elections

Name:

Vanessa Figueroa

Telephone:

520-724-6830

Department Director Signature: \_\_\_\_\_



Date: \_\_\_\_\_

9/22/25

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

Date: \_\_\_\_\_

County Administrator Signature: \_\_\_\_\_



Date: \_\_\_\_\_

9/25/2025

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 2025-

**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 <sup>2024-6</sup>~~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~~  
October, 2025.

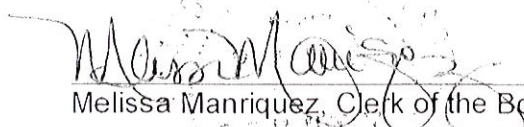
PIMA COUNTY BOARD OF SUPERVISORS


  
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
<u>Argument Submission Fee</u>	<u>\$25.00 per submission</u>



ORDINANCE NO. 2025-\_\_\_\_\_

**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 2024-6 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 \_\_\_\_\_ day of October, 2025.

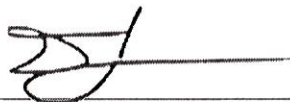
PIMA COUNTY BOARD OF SUPERVISORS

\_\_\_\_\_  
Chair, Board of Supervisors


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
Argument Submission Fee	\$25.00 per submission

# PUBLIC NOTICES AND PROPOSED PIMA COUNTY TAXES AND FEES

## Proposed Fee Schedule Change for the Pima County Elections Department

(Posted August 1, 2025)

**The Pima County Elections Department gives notice** that a public hearing will be held to amend Ordinance No. 2024-6, amending fees for election-related services provided by the Pima County Elections Department. There will be an opportunity to speak on the proposed fee amendments during the hearing. The hearing is scheduled for Tuesday, October 14, at 9 a.m., or thereafter, located at the Pima County Administration Bldg., Board of Supervisors Hearing Room, 130 W. Congress, 1st Floor, Tucson, Arizona.

Copies of the proposed Ordinance are available for public review at the Pima County Elections Department located at 6550 S. Country Club Road and on the Elections Department's website at [www.pima.gov/elections](http://www.pima.gov/elections).

[Read the complete proposed ordinance revision \(PDF\).](#)

## Public Notice

Published in Daily Territorial (Tucson) on September 24, 2025

### Location

Pima County, Arizona

### Notice Text

#### PUBLIC NOTICE OF PROPOSED FEE SCHEDULE CHANGE FOR THE PIMA COUNTY ELECTIONS DEPARTMENT

The Pima County Elections Department gives notice that a public hearing will be held to amend Ordinance No. 2024-6, amending fees for election-related services provided by the Pima County Elections Department. There will be an opportunity to speak on the proposed fee amendments during the hearing. The hearing is scheduled for Tuesday, October 14, at 9:00 a.m., or thereafter, located at the Pima County Administration Bldg., Board of Supervisors Hearing Room, 130 W. Congress, 1st Floor, Tucson, Arizona. Copies of the proposed Ordinance are available for public review at the Pima County Elections Department located at 6550 S. Country Club Rd and on the Elections Department's website at [www.pima.gov/elections](http://www.pima.gov/elections).

Publish: The Daily Territorial

Date: September 24, 2025

DTT011167

## AFFIDAVIT OF PUBLICATION

**Daily Territorial (Tucson)**  
**2302 E. Speedway Blvd Suite 206, Tucson, AZ 85719**  
**(520) 294-1200**

I, Ankit Sachdeva, of lawful age, being duly sworn upon oath depose and say that I am an agent of Column Software, PBC, duly appointed and authorized agent of the Publisher of Daily Territorial (Tucson), a publication that is a "legal newspaper" as that phrase is defined for the city of Tucson, for the County of Pima, in the state of Arizona, that this affidavit is Page 1 of 1 with the full text of the sworn-to notice set forth on the pages that follow, and that the attachment hereto contains the correct copy of what was published in said legal newspaper in consecutive issues on the following dates:

**Publication Dates:**

- Sep 24, 2025

**Notice ID:** Fsg6iM3fcpCLUHULu5i

**Notice Name:** Public Notice FEE SCHEDULE CHANGE

**Publisher ID:** DTT011167

**Request of:**

**Pima County Elections**

''

I declare under penalty of perjury that the foregoing is true and correct.

*Ankit Sachdeva*

Agent

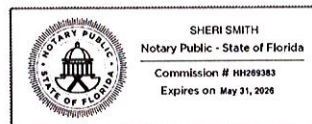
**VERIFICATION**

State of Florida  
County of Broward

Signed or attested before me on this: 09/25/2025

  
Notary Public

Notarized remotely online using communication technology via Proof.



**PUBLIC NOTICE OF  
PROPOSED FEE  
SCHEDULE CHANGE  
FOR THE PIMA COUNTY  
ELECTIONS DEPARTMENT**  
The Pima County Elections Department gives notice that a public hearing will be held to amend Ordinance No. 2024-6, amending fees for election-related services provided by the Pima County Elections Department. There will be an opportunity to speak on the proposed fee amendments during the hearing. The hearing is scheduled for Tuesday, October 14, at 9:00 a.m., or thereafter, located at the Pima County Administration Bldg., Board of Supervisors Hearing Room, 130 W. Congress, 1st Floor, Tucson, Arizona. Copies of the proposed Ordinance are available for public review at the Pima County Elections Department located at 6550 S. Country Club Rd and on the Elections Department's website at [www.pima.gov/elections](http://www.pima.gov/elections).  
Publish: The Daily Territorial  
Date: September 24, 2025  
DTT011167