



BOARD OF SUPERVISORS AGENDA ITEM REPORT

Requested Board Meeting Date: 5/7/2024

**= Mandatory, information must be provided*

Click or tap the boxes to enter text. If not applicable, indicate "N/A".

***Title:**

Elections Department Service Fee Ordinance

***Introduction/Background:**

Pima County administers elections for political subdivisions as required by law. Arizona Revised Statute § 16 - 205 allows the Board of Supervisors to enter into an intergovernmental agreement with each political subdivision to administer elections. After the election, each political subdivision receives an itemized accounting of the charges for the election as required by A.R.S. § 16-205(D). Political subdivisions are charged according to the rates set in the ordinance.

The Pima County Elections Department provides election services on behalf of the County and charges according to the established fee schedule. The Department has amended Ordinance No. 2018-20 outlining current fees, and would like to propose new rates.

***Discussion:**

Pursuant to A.R.S. §§ 11-251.08, 16-205, and 16-503, the Pima County Board of Supervisors is authorized to charge for election-related services provided by the Pima County Elections Department. Ordinance No. 2018-20 was originally approved and adopted by the Board on June 19, 2018. The amended ordinance will charge political subdivisions a flat rate per registered voter based on the type of election.

***Conclusion:**

The Elections Department is proposing an amended fee schedule for election-related services. This fee schedule will update the existing Ordinance No. 2018-20. The current ordinance provides an itemized list of services necessary to conduct a full-service election. These types of elections are rare due to the 2014 law requiring consolidated elections on specified dates. Most elections are consolidated with the state and federal offices or all local offices. The fee for the most common elections increases from \$.75 to \$1.50 to account for the increased cost of supplies and personnel. Fees charged to political subdivisions will never exceed the actual cost of conducting an election. The proposed ordinance restructures the schedule to more appropriately align with expenses incurred when conducting an election.

***Recommendation:**

The Elections Department recommends the approval of the amended fee ordinance schedule and adopt Ordinance No. 2024-.

***Fiscal Impact:**

The fee increases will result in additional revenue to the County.

***Board of Supervisor District:**

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☒ All

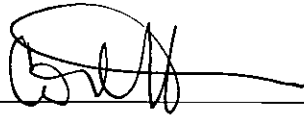
Department: Elections

Telephone: 724-6830

Contact: Vanessa Figueroa

Telephone: 724-6891

Department Director Signature:



Date:

4/18/24

Deputy County Administrator Signature:



Date:

4/18/24

County Administrator Signature:

Date:




ELECTIONS DEPARTMENT

PIMA COUNTY GOVERNMENT
6550 SOUTH COUNTRY CLUB RD., TUCSON, AZ 85756
(520) 724-6830 FAX (520) 724-6870

Date: February 14, 2024

TO: Melissa Manriquez
Clerk of the Board

FROM: Constance L. Hargrove 
Elections Director

RE: Revised Ordinance 2018-20 Election Fee Schedule

I request that the Board of Supervisors approve the attached election service fee ordinance. The current fees were established in 2018, and the cost of conducting elections has increased. The cost of ballots, postage, supplies, and rental fees have all increased. Permanent and temporary employee wages have also increased in the past six years. These cost increases necessitate an increase in fees to offset the additional cost.

The fee ordinance sets the rate Pima County can charge for election services. Pima County administers elections for political subdivisions as required by law. State Statute (A.R.S. § 16-205) allows the Board to enter into an intergovernmental agreement with each political subdivision to administer elections. After the election, each political subdivision receives an itemized accounting of the charges for the election as required by A.R.S. § 16-205(D). Political subdivisions are charged according to the rates set in the ordinance.

The current ordinance contains a detailed list of personnel and materials required to run an election. These items fluctuate based on the type and size of the election. The proposed fee schedule provides a streamlined view of what political subdivisions and other entities will pay per election. The proposed fee schedule eliminates add-on items, allowing for consistency across all election types.

Summary of Changes:

- A full-service election is \$5.00 per registered voter. The cost of preparing supplies for a polling place is included in the fee.
- A consolidated election is \$2.50 per registered voter. This is an increase of \$1.75 per registered voter for a vote-by-mail election.
- Elections consolidated with state and federal elections are \$1.50 per registered voter.
- We have added a \$2,000 per day recount fee due to the increased possibility of recounts. The political subdivision will also be charged for any overtime incurred.

Constance L. Hargrove, Director



ORDINANCE NO. 2018-~~20~~-2024

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. §§ 11-251.06, 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 ~~2006-56~~ 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 19th day of
~~June 2018~~ January, 2024.

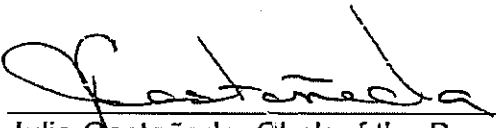
PIMA COUNTY BOARD OF SUPERVISORS



Chairman, Board of Supervisors

JUN 19 2018

ATTEST:

APPROVED AS TO FORM:


Julie Castañeda, Clerk of the Board


Daniel Jurkowitz, Deputy County Attorney

REVIEWED BY:


Brad R. Nelson, Director of Elections

LEVEL 1. FULL SERVICE ELECTION

1. Salaries/Benefits:

Permanent Employees:

~~Total hourly rate for all Permanent Employees x the total number of hours = total cost. The total cost x 1.1011 = The Total Adjusted Cost. Total Adjusted Cost divided by the total number of registered voters for all jurisdictions = unit price. Unit price x total number of registered voters for each jurisdiction = total salaries and benefits per jurisdiction.~~

Temporary Employees:

~~Total hourly rate for all Temporary Employees hired to work elections x total number of hours (regular & overtime @ time and one half) = total cost. Total cost x 1.1011 = Total Adjusted Cost. Total Adjusted Cost divided by total number of registered voters for all jurisdictions = unit price. Unit price x total number of registered voters for each jurisdiction = total Temporary Employee cost.~~

Poll Worker pay:

~~Actual cost unless there is more than one election within a precinct. If more than one election is being held within a precinct, the formula is as follows: Total cost divided by the total number of registered voters for all jurisdictions = unit price. Unit price x the total number of registered voters in each jurisdiction = total cost per jurisdiction.~~

~~There are 8 Poll Workers per board in each precinct.~~

- ~~• Inspector: \$185.00 \$200.00~~
- ~~• Judge of the Opposite Party: \$155.00 \$170.00~~
- ~~• Judge of the Same Party: \$140.00 \$155.00~~
- ~~• Marshal: \$140.00 \$155.00~~
- ~~• Clerks: \$140.00 \$155.00 each (4 clerks per polling place vote center)~~

~~Special training for certain or all Poll Workers may be necessary for training on new equipment, new legislation, new procedures, etc. \$50 per Poll Worker per day of training.~~

~~Law enforcement (Used at the discretion of the Pima County Election's Director): Actual cost.~~

~~Technical Support Team Actual Cost.~~

Audit Board pay:

~~Audit Board members will receive \$75.00 per election.~~

Auditors pay:

~~Auditors (County employees) will receive \$200.00 per election.~~

Schedule of Prices
Full Service Election

~~Political Party Observers:~~

~~Political Party Observers shall receive \$75 per election night.~~

Receiving Board Members:

~~Receiving Board Members will receive \$120 per election (county employees)~~

~~\$40 for class, \$80 per election (past 10 PM \$40 more).~~

~~Receiving Board Members (non county employees) \$12 per hour.~~

Inspection Board Members:

~~Inspection Board Members will receive \$160 per election (county employees)~~

~~\$40 for class, \$80 per election (past 10 PM \$40 more).~~

~~Inspection Board Members (non county employees) \$12 per hour.~~

Logic and Accuracy Certification Board pay:

~~Logic and Accuracy Certification Board members will receive \$100 for their service in the conduct of the logic and accuracy test(s) and an additional \$100 for their service on Election Day and post Election Day.~~

Overtime:

~~Total number of overtime hours worked at time and one-half. Total cost of overtime divided by the total number of registered voters in all jurisdictions = unit price. Unit price x total number of registered voters in each jurisdiction = total cost per jurisdiction.~~

2. ~~Early Ballot & Provisional Ballot Processing expenses:~~

~~This cost will be implemented for any election with a combined total of 50,000 or more registered voters. This cost will be implemented at the discretion of the Pima County Elections Department.~~

~~1. \$75.00 minimum fee for 1-200 Early Ballots and Provisional Ballots.~~

~~2. Over 200 Early Ballots and Provisional Ballots — the cost is \$.50 per ballot.~~

3. ~~Ballot Printing: Actual cost (includes Early Ballots and Election Day Ballots).~~

4. ~~Advertising: Actual cost if County submits the advertisement.~~

5. ~~TSX Programing Actual Cost~~

6. ~~Professional Services:~~

~~Postage: Actual cost.~~

~~Printing: Actual cost.~~

~~Sort, label & mail: Actual cost.~~

~~Translations: Actual cost.~~

7. ~~Computer:~~

~~Total number of hours x \$65.00 = total cost of counting ballots (this includes Early Ballots, Election Day Ballot results and Provisional Ballots).~~

~~Total cost divided by the total number of ballots cast for all jurisdictions = unit price. Unit price x total number of ballots cast for each jurisdiction = total cost per jurisdiction.~~

8. ~~Building Rental: Actual cost of polling place and class instruction facilities.~~

9. ~~Precinct package preparation fee:~~

~~\$200.00 per box x total number of voting areas per jurisdiction. (Package includes supply box, Accu vote Touch Screen and black ballot boxes.)~~

10. ~~Other:~~

~~Voting Booth Rental: \$10.00 per booth.~~

~~Handicapped Booth: \$12.00 per booth.~~

~~Steel Cage and Look \$55 per cage~~

~~Miscellaneous charges: Other charge(s) incurred related to the conduct of the election. Charges may include cost of mileage, vehicle rental, photocopies, maps, cellular phone call charges, etc.~~

11. ~~Replacement Costs: Actual cost.~~

~~LEVEL 2. CONSOLIDATED ELECTIONS~~

~~Any jurisdiction may choose to have its election combined with any countywide election. A fee of 75-cents*per-registered voter will apply.~~

~~The seventy-five-cent fee covers the following services:~~

- ~~• Poll Worker recruitment, training and service~~
- ~~• Polling Place acquisition and use~~
- ~~• Sample Ballot printing and postage~~
- ~~• Translation services~~
- ~~• Early and Provisional Ballot processing~~
- ~~• All supplies~~
- ~~• Supply delivery and pickup~~
- ~~• Law Enforcement~~
- ~~• Technical Support~~
- ~~• Election night processing and tabulation~~

~~If an election is held during a countywide Primary Election, the jurisdiction will pay actual cost of additional ballots needed. Any additional services requested by the jurisdiction are provided on actual cost basis.~~

~~*Any jurisdiction that has 300 or less registered voters will not be charged the fee for a consolidated election. If a water district that has 300 or less registered voters chooses to have a property owner ballot, the district will pay the 75-cent fee plus the actual additional charges incurred with property owner ballots.~~

Schedule of Prices

LEVEL 3 - SPECIFIC SERVICES FOR SUPPORT OF AN ELECTION

This option will allow jurisdictions to select only those supplies and services to be provided by the Pima County Elections Department

<u>Ballot layout & programming</u>	<u>per hour</u>	<u>\$120.00</u>
<u>Ballot printing</u>		<u>Actual Cost</u>
<u>Accu Vote Unit* & Ballot Box</u>	<u>per voting area</u>	<u>\$350.00</u>
<u>Accu Vote Unit* with no Ballot Box</u>		<u>\$250.00</u>
<u>Central Count Accu Vote Unit*</u>		<u>\$250.00</u>
<u>Accu-feed</u>		<u>\$200.00 (each)</u>
<u>Touchscreen</u>		<u>\$250.00</u>
<u>Secrecy booths</u>		<u>\$6.50</u>
<u>Handicapped secrecy booths</u>		<u>\$8.00</u>
		<u>\$65.00</u>
<u>Steel cage and pad lock</u>		<u>\$55.00</u>
<u>Poll Worker recruitment</u>	<u>per hour</u>	<u>\$30.00</u>
<u>Polling Place acquisition</u>	<u>per hour</u>	<u>\$60.00</u>
<u>Poll Worker training</u>	<u>per class</u>	<u>\$750.00</u>
<u>Polling Place supplies</u>	<u>per voting area</u>	<u>\$75.00</u>
<u>Early Ballots/Provisional Ballot processing:</u>		
	<u>1 - 200</u>	<u>\$75.00</u>
	<u>over 200</u>	<u>\$.50 per ballot</u>

<u>Postage</u>	<u>Actual Cost</u>
<u>Supply delivery and pick up per voting area</u>	<u>\$100.00</u>
<u>Translation</u>	<u>Actual Cost</u>
<u>Troubleshooters hourly per person</u>	<u>\$40.00</u>
<u>Tabulation</u>	<u>Actual Cost</u>
<u>Recount</u>	<u>Actual Cost</u>

Repair Costs The Pima County Elections Department will arrange for all repairs. The jurisdiction will be invoiced for the actual cost. The jurisdiction will make no attempt to repair, replace or modify damages to any equipment.

Replacement Costs Actual Costs (Includes supplies such as keys, key rings, ARS Books, adapters, phone cords, power cords or any other supplies requested by the jurisdiction.)

*Memory Cards for Accu Vote and Touch Screen Voting Devices are for Pima County use only.

LEVEL 4 NON-GOVERNMENTAL ELECTIONS

A non-governmental organization may have assistance from the Pima County Elections Department in conducting an election. A flat fee of \$950 ~~\$1,200~~ will apply. The Pima County Elections Department may provide services for Student Body Elections at no charge.

The \$950 ~~\$1,200~~ covers the following services:

Ballot Layout:

The organization must provide the Pima County Elections Department with ballot language no later than 45 days prior to the election. If the ballot language is not provided within 45 days, the Pima County Elections Department will not do the ballot layout. The organization is responsible for printing ballots. The Pima County Elections Department will provide a suggested printing company's name, telephone number and address at the request of the organization.

**Sample Ballot &
Publicity Pamphlet:**

The jurisdiction is responsible for preparing and printing any sample ballot or publicity pamphlet.

**Poll Worker Acquisition &
Training:**

The Pima County Elections Department will not recruit Poll Workers, nor will they staff a polling place. The Pima County Elections Department will train Poll Workers, at the request of the organization. The Pima County Elections Department will supply lists of Poll Workers in the area at the request of the organization. The jurisdiction is responsible for acquiring a facility for Poll Worker training.

Ballot Tabulation:

The Pima County Elections Department will provide ballot tabulation during normal business hours at the Pima County Elections Department Office. Tabulation must be completed by the close of business.

Polling Place Facilities:

The jurisdiction is responsible for acquiring the facility for voting on Election Day. This includes setup and cleanup of facility.

Non-Governmental Elections will not include Touch Screen Voting Devices ExpressVote Ballot Marking Devices.

PRICE LIST

~~MAPS: Maps printed by an outside printer will be sold at actual cost.~~

~~PHOTO COPIES: Photo copies are \$.10 \$.35 per page. If a document is two sided and copies are two sided, the cost is \$.10 \$.35 per side.~~

~~RESEARCH FEES: A research fee will be assessed at the price of \$25.00 per hour (one-hour minimum) for any information more than two calendar years old.~~

~~ELECTION RESULTS: Election results are available on CD only electronic media and are \$10.00 per GC device.~~

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



ORDINANCE NO. 2024-_____

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PASSED AND ADOPTED THIS _____ day of May, 2024.

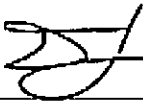
PIMA COUNTY BOARD OF SUPERVISORS

Chair, Board of Supervisors

ATTEST:

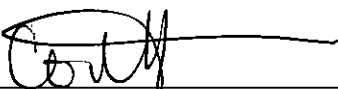
APPROVED AS TO FORM:

Melissa Manriquez, Clerk of the Board



Daniel Jurkowitz, Deputy County Attorney

REVIEWED BY:



Constance L. Hargrove, Director of Elections

PIMA COUNTY FEE SCHEDULE

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