



## **BOARD OF SUPERVISORS AGENDA ITEM REPORT**

**Requested Board Meeting Date:** June 19, 2018

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**Title:** Ordinance amending the fee schedule for the Pima County Elections Department

### **Introduction/Background:**

The Pima County Elections Department is authorized pursuant to A.R.S. §§11-251.08, 16-205 and 16-503 to charge fees for services provided to the public and local jurisdictions for election related services. The fee schedule was last approved by the Board of Supervisors in 2009. Since that time there have been a number of changes in state laws that require changes to the fees in order to recover some costs and to increase the pay to poll workers and Logic and Accuracy Board. The Elections Department proposes changes to a number of the fees previously approved by the Board.

### **Discussion:**

1. Increase in poll worker pay. The poll workers who work at the polling places have not received an increase in the stipend they receive in at least 15 years. With changes in the law, more and more responsibilities rest on their shoulders.
2. Discontinue pay for Political Party Observers.
3. Simplify the pay to election night workers; all election night workers who work will receive the same amount regardless whether they are county employees, for each type of job that is done.
4. Increase in Logic and Accuracy Board pay; the Logic and Accuracy Board has not had an increase in the stipend in over 10 years. The Logic and Accuracy Board verifies the accuracy of the computer programs, through the logic and accuracy test materials and attests to the procedures during computer processing of the ballots.
5. Precinct package preparation fee increase; the cost of a precinct package has increased in costs and the increase will allow a full cost recovery.
6. Voting Booth Rental increase; the parts for the voting booths have become rare and hard to get which makes them expensive.
7. Eliminate Level 3 from the fee schedule. It has not been used in years.
8. Non-governmental Elections flat fee increase; this increase allows for a full cost recovery.
9. Increase in photo copy costs; \$.35 will allow for full cost recovery.

### **Conclusion:**

The Elections Department is proposing modification to the existing fee ordinance adopted in 2009 to include an increase in poll worker and Logic and Accuracy Board stipends and an increase in the cost of Precinct package preparation and photo copies.

### **Recommendation:**

The Pima County Elections Department recommends that the Board adopt the amended fee schedule for election services.

**Fiscal Impact:**

The proposed fee schedule will, if approved, provide for an approximate eight percent increase in poll worker compensation. If approved, the higher rate will allow the County to retain and attract poll workers for future elections.


**Board of Supervisor District:**

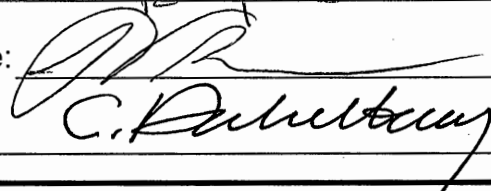
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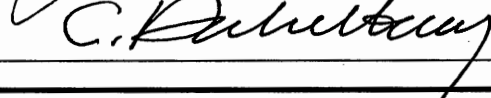
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Department: Elections Telephone: 724-6830

Contact: Mary Martinson Telephone: 724-6867

Department Director Signature/Date: 

Deputy County Administrator Signature/Date:  30 April 18

County Administrator Signature/Date:  5/1/18

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ORDINANCE NO. 2018-\_\_\_\_\_

**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 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 \_\_\_\_\_, 2018.

PIMA COUNTY BOARD OF SUPERVISORS

\_\_\_\_\_  
Chairman, Board of Supervisors

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)

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 per election.

#### Auditors pay:

Auditors (County employees) will receive \$200 per 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.~~

Schedule of Prices  
Full Service Election  
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Logic and Accuracy Certification Board pay:

Logic and Accuracy Certification Board members will receive ~~\$400~~ \$150.00 for their service in the conduct of the logic and accuracy test(s) and an additional ~~\$400~~ \$150.00 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~~ \$300 per package x total number of voting areas per jurisdiction.  
(Package includes supply box, ~~Accu-vote~~ Touch Screen and ~~black~~ ballot box.)

10. Other:

Voting Booth Rental: ~~\$6.50~~ \$10.00 per booth.

Handicapped Booth: ~~\$8.00~~ \$12.00 per booth.

~~Steel Cage and Lock – \$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:

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

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

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 3. 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.

## PRICE LIST

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

PHOTO COPIES: Photo copies are ~~\$.40~~ \$.35 per page. If a document is two-sided and copies are two-sided, the cost is ~~\$.40~~ \$.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 ~~CD~~ device.