



BOARD OF SUPERVISORS AGENDA ITEM REPORT  
AWARDS / CONTRACTS / GRANTS

☐ Award ☒ Contract ☐ Grant

Requested Board Meeting Date: 02/01/2022

\* = Mandatory, information must be provided

or Procurement Director Award: ☐

**\*Contractor/Vendor Name/Grantor (DBA):**

Town of Sahuarita

**\*Project Title/Description:**

IGA between the Pima County Recorder's Office and the Town of Sahuarita for Election Services (2022 - 2024 Election Cycles)

**\*Purpose:**

The purpose of this IGA is to provide election services to the Town of Sahuarita during the 2022 election cycle through the 2024 election cycle. In addition to the consolidated Primary and General election dates scheduled for 2022 and 2024, this IGA includes election services provided by the Pima County Recorder's Office for any special election called by the Town of Sahuarita during the term of this IGA.

**\*Procurement Method:**

This IGA is a non-procurement contract and is not subject to Pima County's Procurement rules.

**\*Program Goals/Predicted Outcomes:**

Successful completion of Town of Sahuarita scheduled elections as authorized by ARS §11-251(3), §11-951 et al., §16-172, §§16-205(C), §16-405, §16-409, and §16-450.

**\*Public Benefit:**

Completed elections conducted in a consistent and transparent manner ensuring the integrity of the electoral process.

**\*Metrics Available to Measure Performance:**

For each election called, the Pima County Recorder's Office will mail 90 day notices to registered Town of Sahuarita voters offering separate TOWN ONLY ballots for unaffiliated AEVL voters. The office will also provide Town of Sahuarita voters mail ballots as requested, will signature verify all voted/returned ballot affidavits, and will provide any additional early election related services as outlined in the IGA.

**\*Retroactive:**

No.

To COB: 1/18/22  
Vers: 1  
Pgs: 16 (2)

01-18 '22 PM12:53

THE APPLICABLE SECTION(S) BELOW MUST BE COMPLETED

Click or tap the boxes to enter text. If not applicable, indicate "N/A". Make sure to complete mandatory (\*) fields

**Contract / Award Information**

Document Type: CTN

Department Code: RE

Contract Number (i.e., 15-123): 22\*093

Commencement Date: 02/01/2022

Termination Date: 12/31/2024

Prior Contract Number (Synergen/CMS): \_\_\_\_\_

☐ Expense Amount \$ \_\_\_\_\_ \*

☒ Revenue Amount: \$ 7,000.00

\*Funding Source(s) required: \_\_\_\_\_

Funding from General Fund? ☐ Yes ☐ No

If Yes \$ \_\_\_\_\_

% \_\_\_\_\_

Contract is fully or partially funded with Federal Funds? ☐ Yes ☒ No

If Yes, is the Contract to a vendor or subrecipient? \_\_\_\_\_

Were insurance or indemnity clauses modified? ☐ Yes ☒ No

If Yes, attach Risk's approval.

Vendor is using a Social Security Number? ☐ Yes ☒ No

If Yes, attach the required form per Administrative Procedure 22-10.

**Amendment / Revised Award Information**

Document Type: \_\_\_\_\_

Department Code: \_\_\_\_\_

Contract Number (i.e., 15-123): \_\_\_\_\_

Amendment No.: \_\_\_\_\_

AMS Version No.: \_\_\_\_\_

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

New Termination Date: \_\_\_\_\_

Prior Contract No. (Synergen/CMS): \_\_\_\_\_

☐ Expense ☐ Revenue ☐ Increase ☐ Decrease

Amount This Amendment: \$ \_\_\_\_\_

Is there revenue included? ☐ Yes ☐ No If Yes \$ \_\_\_\_\_

\*Funding Source(s) required: \_\_\_\_\_

Funding from General Fund? ☐ Yes ☐ No

If Yes \$ \_\_\_\_\_

% \_\_\_\_\_

**Grant/Amendment Information** (for grants acceptance and awards)

☐ Award ☐ Amendment

Document Type: \_\_\_\_\_

Department Code: \_\_\_\_\_

Grant Number (i.e., 15-123): \_\_\_\_\_

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

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

Amendment Number: \_\_\_\_\_

☐ Match Amount: \$ \_\_\_\_\_

☐ Revenue Amount: \$ \_\_\_\_\_

\*All Funding Source(s) required: \_\_\_\_\_

\*Match funding from General Fund? ☐ Yes ☐ No

If Yes \$ \_\_\_\_\_

% \_\_\_\_\_

\*Match funding from other sources? ☐ Yes ☐ No

If Yes \$ \_\_\_\_\_

% \_\_\_\_\_

\*Funding Source: \_\_\_\_\_

\*If Federal funds are received, is funding coming directly from the Federal government or passed through other organization(s)?

Contact: Hilary H. Hiser, Assistant Chief Deputy

Department: Recorder

Telephone: 520-724-4340

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

Date: 1/13/2022

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

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

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

Date: 1/14/2022

PIMA COUNTY CONTRACT	
NO. CTN-RE-22*093	AMENDMENT NO. _____
This number must appear on all invoices, correspondence and documents pertaining to this contract.	

## INTERGOVERNMENTAL AGREEMENT

Between  
The Town of Sahuarita and Pima County  
For Election Services

This Intergovernmental Agreement (IGA) is by and among THE TOWN OF SAHUARITA OF PIMA COUNTY, ARIZONA, a municipal subdivision of the State of Arizona ("the TOWN") and PIMA COUNTY, a political subdivision of the State of Arizona ("the County"), on behalf of the PIMA COUNTY RECORDER ("the Recorder").

### RECITALS

1. The TOWN, pursuant to A.R.S. §§ 9-231(A) and 16-204(E) will prepare for and conduct at least four elections: a Primary Election to be held on August 2, 2022, a General Election to be held on November 8, 2022, a Primary Election to be held on August 6, 2024, and a General Election to be held on November 5, 2024, for members of its common council and/or ballot propositions, as well as any other special election called by the common council, if necessary.
2. A.R.S. §§ 11-251(3), 16-172, 16-205(C), 16-405 *et seq.*, 16-450, authorize the County to perform services for any political subdivision regarding elections.
3. The parties are authorized to enter into an intergovernmental agreement pursuant to A.R.S. §§ 11-952 *et seq.* and 16-205(C).
4. The TOWN desires to utilize the Pima County registration rolls and other election-related services provided by the Recorder for the Primary Election to be held on August 2, 2022, a General Election to be held on November 8, 2022, a Primary Election to be held on August 6, 2024, and a General Election to be held on November 5, 2024 for members of its common council and/or ballot propositions, including any other special election that may be called by the TOWN during the 2022, 2023, and 2024 consolidated election dates.
5. The TOWN, the County and the Recorder have determined that it is in the best interest of the public for the TOWN to use the services of the Recorder in conducting any elections called between March 15, 2022 and through November 5, 2024.

NOW, THEREFORE, the parties hereto agree as follows:

The purpose of this IGA is to set forth the duties and responsibilities of the Recorder and the TOWN with respect to primary election, general election and/or any special elections that should occur during the 2022 election cycle through the 2024 election cycle for elections to be held by the TOWN of Sahuarita.

### ARTICLE I - TERM AND EXTENSION/RENEWAL/CHANGES

The term of this IGA shall start February 1, 2022 and end December 31, 2024, and through the completion of all obligations and activities associated with the elections contemplated by this IGA, provided that the term

shall continue through final resolution of any legal challenge to any election within the scope of this IGA. Any modifications or time extension of this IGA shall be by formal written amendment and executed by the parties.

Amendments to the Agreement must be approved by the Board of Supervisors as required by the Pima County Procurement code, before any work or deliveries under the Amendment commences.

## **ARTICLE II – SCOPE OF SERVICES**

This Agreement establishes the agreement under which the County will provide the TOWN with Election services in accordance with the following:

**County Recorder Services:** The Recorder shall:

- (1) For the Primary elections on August 2, 2022 and on August 6, 2024, all Sahuarita voters who are members of a recognized political party and are on the Active Early Voting List (AEVL) will receive a normal primary ballot that will include all of the Sahuarita candidates.
- (2) For the Primary election on August 2, 2022 and on August 6, 2024, all Sahuarita voters who are not affiliated with one of the recognized political parties and are on the AEVL will have the option of choosing one of the following:
  - a. any of the partisan ballots that will include all of the Sahuarita candidates.
  - b. a ballot that will have ONLY the Sahuarita candidates on it.
- (3) All non-affiliated AEVL voters from Sahuarita will receive a special 90-day notice letting them know their options for the Primary election.
- (4) Provide Deputy County Recorders for team early voting when necessary for Sahuarita ONLY voters during the Primary election on August 2, 2022 and August 6, 2024 and give the TOWN notice of each request for team early voting.
- (5) Prepare and deliver a single invoice to the TOWN no later than 21 days after the final election date, containing a detailed breakdown of all Recorder costs for these elections.

**TOWN Obligations:** TOWN shall:

- (1) Notify the Recorder in writing, at least 150 days or at such other time as the parties may agree before any consolidated election date on which the TOWN wants services pursuant to this IGA, detailing the election-related services pursuant to this IGA.
- (2) Prepare and distribute any requisite translation, printing, and mailing of all publicity pamphlets.
- (3) Should the election be challenged or questioned for any reason whatsoever, then the TOWN shall be solely responsible for defending, legally or otherwise, said elections. This duty shall survive the expiration of the IGA, provided that the County shall cooperate with the TOWN in making relevant information and witnesses available upon reasonable request.
- (4) Within 30 days of the date of each invoice, the TOWN shall reimburse the County, in full, for invoiced costs of election materials, supplies and equipment, and personnel required in direct support of the TOWN election, as set forth below.
- (5) Be responsible for the security of all ballots tabulated by officials and vendors other than Pima County's agents or employees and ensure that any functions performed by TOWN or its outside vendors comply with applicable law and procedures of the Secretary of State.
- (6) Arrange for and publish any and all notices of this election as required by law.

### **ARTICLE III – COMPENSATION AND PAYMENT**

Within thirty (30) days of the date of invoice, TOWN will pay the Pima County Recorder:

- (1) The following charges in item #1 will only apply to any Primary Election ballots provided to unaffiliated Sahuarita Voters who request a Sahuarita ONLY ballot:
  - a. Active Early Voting List (AEVL) Ballots \$3.00 each
  - b. Non-AEVL ballot requests \$5.75 each
  - c. Early Ballot Signature verification \$0.75 each
  - d. Satellite Ballots \$2.00 each
  - e. Replacement Ballots – By Mail \$3.00 each
  - f. Provisional Ballots \$16.00 each
  - g. Conditional Provisional Ballots \$6.00 each
  - h. Team Voting \$60.00 per request
  - i. Problem Ballots Processing & Follow-Up \$6.00 each
- (2) Consolidated Election Participation Fee –  
Per active voter for each election \$0.10 each
- (3) Voter Registration Maintenance Fee- for each election
  - Per Active Voter \$0.05 each
  - Per Inactive Voter \$0.05 each
- (4) Computer programming as required for additional voter data at \$50.00 per hour, one hour minimum.
- (5) Any other costs associated with services provided for the conduct of the Election(s), as set forth in Pima County Fee Ordinance 2016-10 which is attached hereto as Exhibit A, or subsequent ordinances amending the Pima County Recorder's Office fee schedule.
- (6) Invoices not paid within 30 days of billing date will accrue interest at the rate of 10% per annum.

### **ARTICLE IV – INSURANCE**

All parties to this agreement are government entities. Neither entity is required to procure special insurance coverage for their obligations under this IGA.

### **ARTICLE V - INDEMNIFICATION**

Each party (as Indemnitor) agrees to indemnify, defend and hold harmless the other party (as Indemnitee) from and against any and all claims, losses, liability, costs or expenses (including reasonable attorney's fees) (hereinafter collectively referred to as "claims") arising out of bodily injury of any person (including death) or property damage, but only to the extent that such claims which result in vicarious/derivative liability to the Indemnitee, are caused by the act, omission, negligence, misconduct, or other fault of the Indemnitor, its officers, officials, agents, employees, or volunteers.

### **ARTICLE VI - COMPLIANCE WITH LAWS**

The parties shall comply with all federal, state and local laws, rules, regulations, standards and Executive Orders, without limitation to those designated within this Agreement. The laws and regulations of the State of Arizona shall govern the rights of the parties, the performance of this Agreement and any disputes hereunder. Any action relating to this Agreement shall be brought in an Arizona court in Pima County. Any changes in the governing laws, rules and regulations during the terms of this Agreement shall apply but do not require an amendment.



#### **ARTICLE VII - INDEPENDENT CONTRACTOR**

Each party shall comply with the notice of A.R.S. § 23-1022(E). For purposes of A.R.S. § 23-1022, each party shall be considered the primary employer of all personnel currently or hereafter employed by that party, irrespective of the operations of protocol in place, and such party shall have the sole responsibility of the payment of Worker's Compensation benefits or other fringe benefits of said employees.

#### **ARTICLE VIII - ASSIGNMENT**

The TOWN shall not assign its rights to this Agreement, in whole or in part, without prior written approval of the COUNTY. Approval may be withheld at the sole discretion of COUNTY, provided that such approval shall not be unreasonably withheld.

#### **ARTICLE IX - NON-DISCRIMINATION**

The TOWN shall not discriminate against any County employee, client or any other individual in any way because of that person's age, race, creed, color, religion, sex, disability or national origin in the course of carrying out duties pursuant to this IGA. The TOWN shall comply with the provisions of Executive Order 2009-09, including flow down of all provisions and requirements to any subcontractors. Executive Order 2009-09 supersedes Executive order 99-4 and amends Executive Order 75-5 and may be viewed and downloaded at the Governor or the State of Arizona's website [http://www.azgovernor.gov/dms/upload/EO\\_2990\\_90.pdf](http://www.azgovernor.gov/dms/upload/EO_2990_90.pdf) which is hereby incorporated into this Agreement by reference, as if set forth in full herein.

#### **ARTICLE X - AMERICANS WITH DISABILITIES ACT**

The parties shall comply with all applicable provisions of the Americans with Disabilities Act (Public Law 101-336, 42 U.S.C. 12101-12213) and all applicable federal regulations under the Act, including 28 C.F.R. Parts 35 and 36.

#### **ARTICLE XI - AUTHORITY TO CONTRACT**

No party warrants to any other party its legal authority to enter into this IGA. If a court, at the request of a third person, should declare that any party lacks authority to enter into this IGA, or any part of it, then the IGA, or parts of it affected by such order, shall be null and void, and no recovery may be had by any party against the other for lack of performance or otherwise.

#### **ARTICLE XII - FULL AND COMPLETE PERFORMANCE**

The failure of either party to insist on one or more instances upon the full and complete performance with any of the terms or conditions of this Agreement to be performed on the part of the other, or to take any action permitted as a result thereof, shall not be construed as a waiver or relinquishment of the right to insist upon full and complete performance of the same, or any other covenant or condition, either in the past or in the future. The acceptance by either party of sums less than may be due and owing it at any time shall not be construed as an accord and satisfaction.

#### **ARTICLE XIII - CANCELLATION FOR CONFLICT OF INTEREST**

This Agreement is subject to cancellation for conflict of interest pursuant to A.R.S. § 38-511, the pertinent provisions of which are incorporated into this Agreement by reference.

#### **ARTICLE XIV – TERMINATION FOR NON-APPROPRIATION**

Notwithstanding any other provision in this IGA, this IGA may be terminated if for any reason the County Board of Supervisors or the Sahuarita Town Council does not appropriate sufficient monies for the purpose of maintaining this IGA. In the event of such cancellation, neither the County, nor the County Recorder shall have any further obligation to the TOWN. In the event that the TOWN cancels, the TOWN shall be liable for any costs already incurred by the County or the County Recorder at the time of the notification of the cancellation.

#### **ARTICLE XV - NOTICE**

Any notice required or permitted to be given under this Agreement shall be in writing and shall be served by personal delivery or by certified mail upon the other party as follows:

##### **PIMA COUNTY**

Gabriella Cázares-Kelly  
Pima County Recorder  
240 N Stone Avenue  
Tucson, AZ 85701  
(520) 724-4356  
Fax: (520) 623-1785

##### **TOWN OF SAHUARITA**

Lisa Cole,  
Town Clerk  
375 W Sahuarita Center Way  
Sahuarita, AZ 85629  
(520) 822-8802  
Fax: (520) 822-8820

#### **ARTICLE XVI – NO THIRD PARTY BENEFICIARIES**

Nothing in the provisions of this IGA is intended to create duties or obligations to or rights in third parties not parties to this IGA, or affect the legal liability of any party to the IGA by imposing any standard of care different from the standard of care imposed by law.

#### **ARTICLE XVII – NO JOINT VENTURE**

This IGA is not intended to, and this IGA shall not be construed to, create any partnership, joint venture or employment relationship between the parties or create any employer-employee relationship between County or Recorder and any TOWN employees, or between the TOWN and any County employees. No party shall be liable for any debts, accounts, obligations nor other liabilities whatsoever of any other party, including (without limitation) any other party's obligation to withhold Social Security and income taxes for itself or any of its employees.

#### **ARTICLE XVIII - REMEDIES**

Either party may pursue any remedies provided by law for the breach of this Agreement. No right or remedy is intended to be exclusive of any other right or remedy and each shall be cumulative and in addition to any other right or remedy existing at law or at equity or by virtue of this Agreement.

#### **ARTICLE XIX - SEVERABILITY**

Either party may terminate this IGA at any time by giving written notice of such termination and specifying the effective date thereof, at least thirty (30) days before the effective date of such termination. In the event of termination, any real or personal property belonging to either party and furnished pursuant to this IGA, shall be returned to the furnishing party. Any funds of TOWN paid to County in accordance with this IGA and not encumbered at the time of termination shall be refunded to TOWN.

**ARTICLE XX – LEGAL ARIZONA WORKERS ACT COMPLIANCE**

The COUNTY and TOWN hereby warrant that they will at all times during the term of this Agreement comply with all federal immigration laws and with the requirements of A.R.S. § 23-214(A) (together the "State and Federal Immigration Laws").

**ARTICLE XXI - ENTIRE AGREEMENT**

This document constitutes the entire agreement between the parties pertaining to the subject matter hereof, and all prior or contemporaneous agreements and understandings, oral or written, are hereby superseded and merged herein. This IGA shall not be modified, amended, altered or extended except through a written amendment signed by the parties.

**ARTICLE XXII - COUNTERPARTS**

This Agreement may be executed in two or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument. The signature pages from one or more counterparts may be removed from such counterparts and such signature pages all attached to a single instrument so that the signatures of all Parties may be physically attached to a single document.

IN WITNESS WHEREOF, the parties hereby have executed this Agreement on this 1<sup>st</sup> day of February, 2022.

TOWN OF SAHUARITA

PIMA COUNTY BOARD OF  
SUPERVISORS

By: \_\_\_\_\_  
Tom Murphy, Mayor

By: \_\_\_\_\_  
Sharon Bronson, Chair

ATTEST:

ATTEST:

By: \_\_\_\_\_  
Lisa Cole, Town Clerk

By: \_\_\_\_\_  
Melissa Manriquez  
Clerk of the Board of Supervisors

APPROVED AS TO CONTENT:


By:   
Gabriella Cázares-Kelly, Pima County Recorder

The foregoing Intergovernmental Agreement between The Town of Sahuarita, Pima County and the Pima County Recorder has been reviewed pursuant to A.R.S. § 11-952 by the undersigned, who have determined that it is in the proper form and is within the powers and authority granted under the laws of the State of Arizona to those parties to the Intergovernmental Agreement represented by the undersigned.

Town of Sahuarita

Pima County

\_\_\_\_\_  
Daniel Hochuli  
Town Attorney

  
\_\_\_\_\_  
Daniel Jurkowitz  
Deputy County Attorney



# EXHIBIT A - IGA Pima County Recorder for 2022-2024 Election Services

F. ANN RODRIGUEZ, RECORDER  
Recorded By: GMS  
DEPUTY RECORDER  
4933

P0230  
PIMA CO CLERK OF THE BOARD  
PICKUP



SEQUENCE: 20160490531  
NO. PAGES: 10  
ORDIN 02/18/2016  
18:00:00  
PICK UP  
AMOUNT PAID: \$0.00

ORDINANCE NO. 2016- 10

AN ORDINANCE OF THE BOARD OF SUPERVISORS OF  
PIMA COUNTY, ARIZONA ESTABLISHING FEES FOR  
ELECTION-RELATED SERVICES, VOTER  
REGISTRATION DATA AND RECORDED DOCUMENT  
SERVICES PROVIDED BY THE PIMA COUNTY  
RECORDER.

**The Board of Supervisors of Pima County Arizona finds that:**

1. The Pima County Recorder is authorized pursuant to A.R.S. §§16-172, 16-168(E), 11-475, and 11-251.08 to charge for election related services, voter registration data, and recorded document services; and,
2. The Pima County Board of Supervisors has determined that the charges are appropriate and necessary to cover the costs incurred by the Pima County Recorder in providing these services; and,
3. 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.

NOW THEREFORE, BE IT ORDAINED BY THE BOARD OF SUPERVISORS OF  
PIMA COUNTY, ARIZONA:

SECTION 1: It is the intent of this Ordinance to establish fees for election-related services, voter registration data, and recorded document services provided by the Pima County Recorder in an amount sufficient to defray costs.

SECTION 2: Fees charged by the Pima County Recorder shall be as follows:

SEE EXHIBIT A ATTACHMENT

SECTION 3: This Ordinance shall take effect thirty days from the date of adoption.

SECTION 4: 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 16TH DAY OF FEBRUARY, 2016.

PIMA COUNTY BOARD OF SUPERVISORS

 **FEB 16 2016**  
Chair, Board of Supervisors

ATTEST:

APPROVED AS TO FORM:

  
Robin Brigode, Clerk of the Board

  
Daniel Jurkowitz, Deputy County Attorney

REVIEWED BY:

  
F. Ann Rodriguez, Pima County Recorder



Mailing Address  
P. O. Box 3145  
Tucson, AZ 85702-3145

**F. Ann Rodriguez**  
**Pima County Recorder**

County Public Service Center  
240 North Stone Avenue, 1<sup>st</sup> Floor  
Tucson, AZ

*Recording history one document at a time.*

**Christopher J. Roads**  
**Chief Deputy Recorder**  
**Registrar of Voters**

Document Recording: (520) 724-4350  
Voter Registration: (520) 724-4330  
Fax: (520) 623-1785  
[www.recorder.pima.gov](http://www.recorder.pima.gov)

## **PIMA COUNTY RECORDER'S CHARGES**

### **ELECTION COSTS**

For Conducting Jurisdictional Elections (i.e., Cities, Towns, School Districts, Fire Districts, etc.)

#### **POLLING PLACE ELECTIONS**

Early Ballot Processing	\$5.75 each★
Permanent Early Voting List (PEVL) Ballots	\$3.00 each★
Early Ballot Signature Verification	\$0.75 per signature
Replacement Ballots – Satellite Location	\$2.00 each
Replacement Ballots – By Mail	\$3.00 each
Problem Ballots – includes calling the voter, sending them a letter	\$6.00 each
Signature Roster Printing (per precinct)	\$25.00 each
Provisional Ballots	\$16.00 each
Conditional Provisional Ballots	\$6.00 each
Regular Hours	\$20.85 per hour
Overtime Hours	\$31.27 per hour
Remote Site Computer linked	\$400.00 flat fee
Remote Site Not computer linked	\$200.00 flat fee

#### **ALL BALLOT-BY-MAIL ELECTIONS**

Mailing of Ballots to Every Active Voter	\$2.30 each★
Replacement Ballots – Satellite Location	\$2.00 each
Replacement Ballots – By Mail	\$3.00 each
Problem Signature Ballots – inc. calling the voter, sending them a letter	\$6.00 each
Signature Verification	\$0.75 per signature

**PIMA COUNTY RECORDER CHARGES**

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**OTHER APPLICABLE ELECTION FEES**

Voter Registration Maintenance Fee for Active and Inactive Voters	\$0.05 per voter
Consolidated Election Participation Fee for Active Voters	\$0.10 per voter♦♦
Team Voting	\$60.00 per request➤
Special Inserts:	

Single Page – 8 ½ x 4 ½ “ (20 lb. paper minimum)	\$0.02 per ballot
Multiple pages or larger than 8 ½ x 4 ½ “ (may also result in additional postage cost for Mailed ballot package due to increased weight)	\$0.05 per ballot

PLUS actual cost for insert printing by vendor

Mileage will be charged at actual cost based on Pima County Fleet Services Department Motor Pool Charges.

- ★ Includes postage fees for both the mailing of the ballot package and the return mail of the voted ballot. If postage rate hikes imposed by the United States Postal Service go into effect after the approved date of this Ordinance and Fee Schedule it may result in a fee increase in the same amount.
- ♦♦ Consolidated Election Participation Fee for Early Ballots include: mailing of the 90-day notification of elections, maintenance fee of the Permanent Early Voting List (PEVL), National Change of Address (NCOA) returned mail notifications.
- Emergency voting in hospitals, rest homes, care facilities, etc., for homebound voters, voters unable to vote in polling location, and those who need assistance voting their ballot due to medical reasons.

**JURISDICTIONAL BOUNDARY CHANGES MAPPING**

Computer Coding	\$50.00 Per Annexation
Map Geocoding (1 hour Minimum)	\$25.00 Per Hour

**PIMA COUNTY RECORDER CHARGES**

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**VOTER REGISTRATION DATA**

The fee for a copy of the voter data provided to political parties is set in A.R.S. §16-168(E). That fee is currently \$0.01 per name for the data in electronic form and \$0.05 per name for data in paper form.

The fee for data in formats other than provided to the political parties is \$0.10 per name.

In addition to the statutory fees for voter data provided in A.R.S. §16-168(E), the following fees will be charged per voter record:

Additional District Assignment Information	\$ .01
Voting History	.02
Voter Change History	.02
Age of Voter	.02
Computer Programming for additional information	
Per hour, 1 hour minimum	50.00
Copying fee – includes redaction of confidential data	1.00
Certification of Voter Registration	10.00 per certification
Replacement of Voter ID Card In Office	5.00 each

**RECORDER'S SUBSCRIPTION FEES****Bulk Purchases of Current Images and Data**

Minimum of \$5,000.00 to start up a new account with \$50.00 applied to a non-refundable set-up fee and the balance applied to the pre-paid balance.

For accessing images of recorded documents on the Pima County Recorder's secure web site, the following subscription fees will apply:

Bulk Purchase of all document images	\$0.04 per image
Bulk Purchase of all daily indexing	0.03 per index
Bulk Purchase of cross references for indexing	0.03 per index
Bulk Purchase of images of selected document types	0.07 per image
Bulk Purchase of selected index types	0.07 per index
Bulk Purchase of selected cross reference types	0.07 per index
<b>One Time Bulk Purchases of Historical Images and Data</b>	
One Time Bulk Purchase of all historical document images	\$0.05 per image
One Time Bulk Purchase of all historical daily indexes	0.04 per index
One Time Bulk Purchase of all historical cross references	0.04 per index
One Time Bulk Purchase of selected historical document images	\$0.08 per image
One Time Bulk Purchase of selected historical daily indexes	0.08 per index
One Time Bulk Purchase of selected historical cross references	0.08 per index



**PIMA COUNTY RECORDER CHARGES**

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**Web Subscriber Services**

Minimum of \$100.00 to start up a new account with \$50.00 applied to a non-refundable set-up fee and \$50.00 applied to the pre-paid balance.

Web access to individual document images	\$ 0.24 per document
Web access to individual map images	3.00 per image

**Additional fees for recorded documents**

Fee to return documents improperly submitted for recordation	\$5.00 per document
Blank recording forms	\$3.00 per form

2% convenience fee on all credit and debit card transactions

**PIMA COUNTY RECORDER CHARGES**

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**CANDIDATE EARLY BALLOT LISTS FEE SCHEDULE****PRIMARY ELECTIONS – State and Federal Elections, Countywide Special Elections**

1. Early Ballot request data for State and Federal Primary Elections.
2. Number of Registered Voters determined on the 60th day preceding the Primary Election.
3. Prices shown in Columns 2 and 3 are per Party Affiliation: *Democrat, Republican and/or Others*.
4. Fees will be calculated in the following manner:
  - a. Determine which Party data are desired (*Democrats, Republicans and/or Others*).
  - b. Determine how many Voters of *each* Party are registered in the desired District using the figures from the Recorder's website.
  - c. Find the row containing that number in Column 1. Use the Price Per Party Affiliation figures in Column 2 for the Early Ballot List, and the figures in Column 3 for the Returned Ballot List.
  - d. EXAMPLE: Candidate John Doe subscribes to the list of all Democrats and Independents who request an Early Ballot in his District. There are 173,280 Democrats and 92,621 Independents. Using the schedule below, Mr. Doe will pay \$360.00 for Democrats plus \$200.00 for Others for the Early Ballot List. If he decides he wants to also purchase the Returned Ballot List, he will add an additional \$190.00 for Democrats plus \$110.00 for Others. His total for the subscription will be \$860.00.
5. **If the request is for all political parties and Others, and all such ballot returns, then the maximum charge shall be \$1,020.00.**

<b>1. NUMBER OF REGISTERED VOTERS IN DISTRICT</b>	<b>2. EARLY BALLOT LIST PRICE PER PARTY AFFILIATION</b>	<b>3. RETURNED BALLOT LIST PRICE PER PARTY AFFILIATION</b>
0 – 10,000	\$ 20.00	\$ 20.00
10,001 – 20,000	40.00	30.00
20,001 – 30,000	60.00	40.00
30,001 – 40,000	80.00	50.00
40,001 – 50,000	100.00	60.00
50,001 – 60,000	120.00	70.00
60,001 – 70,000	140.00	80.00
70,001 – 80,000	160.00	90.00
80,001 – 90,000	180.00	100.00
90,001 – 100,000	200.00	110.00
100,001 – 110,000	220.00	120.00
110,001 – 120,000	240.00	130.00
120,001 – 130,000	260.00	140.00
130,001 – 140,000	280.00	150.00
140,001 – 150,000	300.00	160.00
150,001 – 160,000	320.00	170.00
160,001 – 170,000	340.00	180.00
170,001 – 180,000	360.00	190.00
180,001 – 190,000	380.00	200.00
190,001 – 200,000	400.00	210.00
200,001 – 210,000	420.00	220.00
210,001 – 220,000	440.00	230.00
220,001 – 230,000	460.00	240.00
230,001 – 240,000	480.00	250.00
240,001 – 250,000	500.00	260.00
250,001 – 260,000	520.00	270.00
260,001 – 270,000	540.00	280.00
270,001 – 280,000	560.00	290.00

**PIMA COUNTY RECORDER CHARGES**

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**CANDIDATE EARLY BALLOT LISTS FEE SCHEDULE****GENERAL ELECTIONS – State and Federal Elections, Countywide Special Elections**

1. Early Ballot request data for State and Federal General Elections.
2. Number of Registered Voters determined on the 60th day preceding the General Election.
3. Prices shown in Columns 2 and 3 are per Party Affiliation: *Democrat, Republican and/or Others*.
4. Fees will be calculated in the following manner:
  - a. Determine which Party data are desired (*Democrats, Republicans and/or Others*).
  - b. Determine how many Voters of *each* Party are registered in the desired District using the figures from the Recorder's website.
  - c. Find the row containing that number in Column 1. Use the Price Per Party Affiliation figures in Column 2 for the Early Ballot List, and the figures in Column 3 for the Returned Ballot List.
  - d. EXAMPLE: Candidate John Doe subscribes to the list of all Democrats and Independents who request an Early Ballot in his District. There are 173,280 Democrats and 92,621 Independents. Using the schedule below, Mr. Doe will pay \$380.00 for Democrats plus \$220.00 for Others for the Early Ballot List. If he decides he wants to also purchase the Returned Ballot List, he will add an additional \$360.00 for Democrats plus \$200.00 for Others. His total for the subscription will be \$1,160.00.
5. If the request is for all political parties and Others, and all such ballot returns, then the maximum charge shall be \$1,380.00.

<b>1. NUMBER OF REGISTERED VOTERS IN DISTRICT</b>	<b>2. EARLY BALLOT LIST PRICE PER PARTY AFFILIATION</b>	<b>3. RETURNED BALLOT LIST PRICE PER PARTY AFFILIATION</b>
0 – 10,000	\$ 40.00	\$ 20.00
10,001 – 20,000	60.00	40.00
20,001 – 30,000	80.00	60.00
30,001 – 40,000	100.00	80.00
40,001 – 50,000	120.00	100.00
50,001 – 60,000	140.00	120.00
60,001 – 70,000	160.00	140.00
70,001 – 80,000	180.00	160.00
80,001 – 90,000	200.00	180.00
90,001 – 100,000	220.00	200.00
100,001 – 110,000	240.00	220.00
110,001 – 120,000	260.00	240.00
120,001 – 130,000	280.00	260.00
130,001 – 140,000	300.00	280.00
140,001 – 150,000	320.00	300.00
150,001 – 160,000	340.00	320.00
160,001 – 170,000	360.00	340.00
170,001 – 180,000	380.00	360.00
180,001 – 190,000	400.00	380.00
190,001 – 200,000	420.00	400.00
200,001 – 210,000	440.00	420.00
210,001 – 220,000	460.00	440.00
220,001 – 230,000	480.00	460.00
230,001 – 240,000	500.00	480.00
240,001 – 250,000	520.00	500.00
250,001 – 260,000	540.00	520.00
260,001 – 270,000	560.00	540.00
270,001 – 280,000	580.00	560.00

**PIMA COUNTY RECORDER CHARGES**

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**CANDIDATE EARLY BALLOT LISTS**  
**FEE SCHEDULE FOR PRIMARY (March) & GENERAL (May) ELECTIONS**  
*Non-State and Non-Federal Elections*

**POLLING PLACE ELECTIONS**

<b>NUMBER OF REGISTERED VOTERS VOTERS IN DISTRICT</b>	<b>LIST OF EARLY BALLOT REQUESTS</b>	<b>LIST OF RETURNED BALLOTS</b>
0 – 10,000	\$ 10.00	\$ 10.00
10,001 – 20,000	20.00	10.00
20,001 – 30,000	30.00	20.00
30,001 – 40,000	40.00	30.00
40,001 – 50,000	50.00	40.00
50,001 – 60,000	60.00	50.00
60,001 – 70,000	70.00	60.00
70,001 – 80,000	80.00	70.00
80,001 – 90,000	90.00	80.00
90,001 – 100,000	100.00	90.00
100,001 – 110,000	110.00	100.00
110,001 – 120,000	120.00	110.00
120,001 – 130,000	130.00	120.00
130,001 – 140,000	140.00	130.00
140,001 – 150,000	150.00	140.00
150,001 – 160,000	160.00	150.00
160,001 – 170,000	170.00	160.00
170,001 – 180,000	180.00	170.00
180,001 – 190,000	190.00	180.00
190,001 – 200,000	200.00	190.00
200,001 – 210,000	210.00	200.00
210,001 – 220,000	220.00	210.00
220,001 – 230,000	230.00	220.00
230,001 – 240,000	240.00	230.00
240,001 – 250,000	250.00	240.00
250,001 – 260,000	260.00	250.00
260,001 – 270,000	270.00	260.00
270,001 – 280,000	280.00	270.00

**PIMA COUNTY RECORDER CHARGES**

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**CANDIDATE EARLY BALLOT LISTS**  
**FEE SCHEDULE FOR PRIMARY (March) & GENERAL (May) ELECTIONS**  
*Non-State and Non-Federal Elections*

**ALL BALLOT-BY-MAIL ELECTIONS**

<b>NUMBER OF REGISTERED VOTERS VOTERS IN DISTRICT</b>	<b>LIST OF EARLY BALLOT REQUESTS</b>	<b>LIST OF RETURNED BALLOTS</b>
0 – 10,000	\$ 40.00	\$ 20.00
10,001 – 20,000	60.00	40.00
20,001 – 30,000	80.00	60.00
30,001 – 40,000	100.00	80.00
40,001 – 50,000	120.00	100.00
50,001 – 60,000	140.00	120.00
60,001 – 70,000	160.00	140.00
70,001 – 80,000	180.00	160.00
80,001 – 90,000	200.00	180.00
90,001 – 100,000	220.00	200.00
100,001 – 110,000	240.00	220.00
110,001 – 120,000	260.00	240.00
120,001 – 130,000	280.00	260.00
130,001 – 140,000	300.00	280.00
140,001 – 150,000	320.00	300.00
150,001 – 160,000	340.00	320.00
160,001 – 170,000	360.00	340.00
170,001 – 180,000	380.00	360.00
180,001 – 190,000	400.00	380.00
190,001 – 200,000	420.00	400.00
200,001 – 210,000	440.00	420.00
210,001 – 220,000	460.00	440.00
220,001 – 230,000	480.00	460.00
230,001 – 240,000	500.00	480.00
240,001 – 250,000	520.00	500.00
250,001 – 260,000	540.00	520.00
260,001 – 270,000	560.00	540.00
270,001 – 280,000	580.00	560.00