

GABRIELLA CÁZARES-KELLY, RECORDER  
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PIMA CO CLERK OF THE BOARD  
PICKUP

ORDINANCE NO. 2022- 3

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 15th DAY OF March, 2022.

PIMA COUNTY BOARD OF SUPERVISORS

*Saron Blanson* MAR 15 2022  
Chair, Board of Supervisors

ATTEST:

*Melissa Manriquez*  
Melissa Manriquez, Clerk of the Board

APPROVED AS TO FORM:

*DJ*  
Daniel Jurkowitz, Deputy County Attorney

REVIEWED BY:

*Gabriella Cázares-Kelly*  
Gabriella Cázares-Kelly, Pima County Recorder

# Exhibit A

**Public Service Center Building**  
 240 N. Stone Ave., 1<sup>st</sup> Floor  
 Tucson, AZ 85701

**Doc. Recording:** (520) 724-4350  
**Voter Registration:** (520) 724-4330



**Mailing Address:**  
 PO Box 3145  
 Tucson, AZ 85702-3145  
**Social:** @PimaRecorder  
**Web:** recorder.pima.gov

GABRIELLA CÁZARES-KELLY, Recorder

## ***PIMA COUNTY RECORDER'S OFFICE FEE SCHEDULE***

### **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 Processing & Follow-Up	\$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 Ballots Processing & Follow-Up	\$6.00 each
Signature Verification	\$0.75 per signature

#### **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

**PIMA COUNTY RECORDER'S OFFICE  
ADOPTED FEE SCHEDULE**

**OTHER APPLICABLE ELECTION FEES CONT.**

- Multiple pages or larger than 8 ½ x 4 ½ \$0.05 per ballot  
(May result in additional postage cost for mailed ballot package due to increased weight)
- 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 Active Early Voting List (AEVL), 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

**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).

**STANDARD FEE FOR DATA REQUESTS ONLY per A.R.S. §16-168(E)**

<u>Record Size</u>	<u>Assessed Per Record</u>
For 1-124,999 records	\$93.75 + \$0.0005
For 125,000 – 249,999 records	\$156.25 + \$0.000375
For 250,000 – 499,999 records	\$203.13 + \$0.00025
For 500,000 -999,999 records	\$265.63 + \$0.000125
For 1,000,000 or more records	\$328.13 + \$0.0000625

Computer Programming for Voter Data Reports outside standard report request types;  
Such as Voting History over 4 years & Voter Change History, etc.

1 hour minimum	\$50.00 per hour
Paper Copy	\$0.25 per sheet
Digital Copy	\$0.25 per document
Certification of Voter Registration	\$10.00 per certification

**PIMA COUNTY RECORDER'S OFFICE  
ADOPTED FEE SCHEDULE**

**RECORDER'S SUBSCRIPTION FEES & ADDITIONAL SERVICES**

**Bulk Purchases of Current Daily Images and Data**

Bulk Subscription provides ability to access and download daily images of recorded documents on the Pima County Recorder's secure web site. The bulk purchase subscription includes one download at the end of the calendar year of all the Special Indexing Project documents added to the repository.

New Account non-refundable set-up fee	\$50.00 one-time
Maintenance fee	\$500.00 annual

**One Time Bulk Purchases of Historical Images and Data**

A bulk purchase of all the indexed historical document images available at the time of request.

One-Time Bulk Purchase	\$8,000.00 one-time Plus cost of storage device
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**Web Subscriber Services**

Web subscription provides ability to access and download images of recorded documents, one at a time, from the Pima County Recorder's office secure web site.

New Account non-refundable set-up fee	\$50.00 one-time
New Account pre-paid balance starting fee	\$50.00 applied at set-up
Web access to individual document images	\$0.24 per document
Web access to individual map images	\$0.24 per image

**Additional fees for Recorded Documents & Maps**

Paper Copy – 8 1/2 x 11	\$0.25 per sheet
Paper Copy – 11 x 17	\$0.50 per sheet
Digital Copy	\$0.25 per document
Certified Copy (regardless of size or format)*	\$1.00 per sheet
Certificate with Seal attached to certified copies*	\$3.00 per certificate
Fee to return documents improperly submitted for recordation	\$5.00 per document
Mail Processing Fee	\$1.00 per document
Credit and debit card convenience fee for on-line purchases	2% per transaction

\*Fees established by A.R.S. §11-475(A)(3). For costs to government agencies requiring certified copies, see A.R.S. §11-475(C), fees generally calculated as one-half of the fee established in A.R.S. §11-475(A)(3).