



## **ADMINISTRATIVE POLICY FEES FOR PROVISION OF CONTRACTED ELECTION SERVICES**

Purpose: Establishes the schedule of charges for products and services provided by Yuma County Election Services to cities, towns, schools and special districts.

Background: The governing bodies of cities and towns, school districts and special districts may contract with Yuma County for provision of election services. Charges and fees assessed are attributable to defray or cover the expense of the voting equipment costs and maintenance or services provided.

Effective Date: August 1, 2020 and subsequent to proper notice to all affected jurisdictions and districts in Yuma County.

Arizona Revised Statutes (A.R.S.) §16-204: Known as the "Consolidated Elections Law", and beginning with elections held in 2014 and later, this law that requires all candidate elections for all political subdivisions be held only on the Fall election dates in even-numbered years. There is an exception for a special election to fill a vacancy, or recall, or non-candidate elections.

A "political subdivision" includes: Cities and towns; school and community college districts and other districts organized under state law. It does not include special taxing districts.

### **CONSOLIDATED ELECTION SERVICES**

A jurisdiction, school district or special district with total registered voters equal to or greater than 1000 and having its election combined with any countywide election will be charged its share of all actual costs of the election using the fee schedule as described below.

A jurisdiction, school district or special district with total registered voters equal to 300 or greater, but less than 1000 having its election combined with any countywide general election will be charged \$1.40 per registered voter. The \$1.40 fee covers all services described in the schedule below.

If an election is held during a countywide primary election, the jurisdiction/district will pay the actual cost of additional ballots necessary.

\*A jurisdiction, school district or special district with 300 or less registered voters will not be charged a fee if the election is combined with any countywide general election.

## 2020 Schedule of Fees – Yuma County Election Services

### SPECIAL ELECTIONS NOT CONSOLIDATED

Any special election not combined with a countywide election will pay all actual costs associated with conduct of the election as per the fees described below.

### 2020 SCHEDULE OF SERVICES AND FEES

CATEGORY	DESCRIPTION	COST (Each)
<b>ELECTION WORKERS</b>		
Election Workers (Per Precinct or Vote Center)	Inspector	\$140.00
	Judge	\$90.00
	Clerk	\$90.00
	Marshal	\$90.00
	Bi-Lingual Designee	\$25.00 (Additional)
	Training Class/Pre-Election Meeting(s)	\$20.00 each event
	Site Setup Worker	\$30.00
Early Ballot Board (Per Day)	Supervisor	\$250.00
	Inspector	\$140.00
	Judge	\$90.00
Accuracy Certification Board	Per Person	\$50.00 (per event)
Trouble Shooter	Per Person	Minimum Wage
Write In Board (As Needed/Per Day)	Inspector	\$140.00
	Judge	\$90.00
Hand Count Board (As Needed)	Per Person	\$50.00 (per day)
Counting Center Workers (Election Night)	Receiving Boards (4); Runners (2); Provisional Board (2-3); Tabulation Assistants (4)	\$50.00 (per day)
County Employees (As needed for election day; i.e. IT assistance, equipment deployment, election workers, counting center, delivery.)	Per Person	Overtime only for non-exempt employees at actual rate of pay

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<b>VOTE CENTER SITE, EQUIPMENT AND SUPPLIES</b>		
DS200 Digital scan tabulator and accessible touchscreen voting devices - Rental	Per device – Minimum of 2 per site	\$20.00
Electronic Poll Book- Rental	Per device – Minimum of 3 per site, includes associated paper supplies, ink cartridges	\$40.00
Ballot on Demand Printer	Per printer – On-site use at Vote Center and Election Office; includes associated ballot paper, supplies, toner cartridges	\$286.00
Voting Booths - Rental	Number determined by size of Vote Center	Accessible Quad - \$20.00
Supply Box (includes all Vote Center setup & voting supplies)	Minimum of 1 box per Precinct/Vote Center	\$50.00
Vote Center Location Use Fees	Per Site	Actual Cost
Cell Phone - Rental	Minimum of 1 per Vote Center	\$20.00 in minutes each
Cradlepoints for e-pollbook connection to data server	Minimum of 1 per Vote Center	\$30.00
<b>PRINTING AND PUBLICATION</b>		
Ballots, Sample Ballots, and Information Pamphlets	Consultant Services for database, ballot setup/preparation, printing, and postage (Cost will vary with length of ballot content and voter registration).	Actual Cost
Public Notices	Logic & Accuracy Tests (Minimum of 2)	Actual Cost
Election Worker Training Manuals	One (1) copy per election worker	\$5.00

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<b>MISCELLANEOUS</b>		
Mileage Reimbursement (Election Workers)	Documented 15+ miles roundtrip (to/from)	Paid at United States General Services Administration's Standard Mileage Rate
Delivery Truck Rental	As necessary for delivery of precinct supplies	Actual Cost
Fuel	Delivery Truck(s), County vehicles	Actual Cost
Postage	As necessary and related to contracted election	Actual Cost
Payroll Services – paycheck prep and issuance for all election workers	Per issued check – includes postage, materials, forms, staff time	\$8.50 per check

**Note:** Election Services fees do not include fees charged by the Yuma County Recorder for necessary services associated with voter notices, early voting, and creation of signature rosters.

Approved by:   
 SUSAN K. THORPE,  
 County Administrator/Clerk of the Board

Date approved: July 27, 2020

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