



BOARD OF SUPERVISORS  
AGENDA LETTER

Agenda Number:

Clerk of the Board of Supervisors  
105 E. Anapamu Street, Suite 407  
Santa Barbara, CA 93101  
(805) 568-2240

**Department Name:** Clerk-Recorder-  
Assessor  
**Department No.:** 062  
**For Agenda Of:** June 18, 2019  
**Placement:** Administrative  
**Estimated Time:**  
**Continued Item:** No  
**If Yes, date from:**  
**Vote Required:** Majority

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**TO:** Board of Supervisors

**FROM:** Department Joseph E. Holland, County Clerk, Recorder, and Assessor  
Director(s)  
Contact Info: Dylan Tekautz, Fiscal Manager, 568-2214

**SUBJECT:** DFM Associates and Runbeck Election Services, Inc. Contracts

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**County Counsel Concurrence**

As to form: Yes

Other Concurrence: Risk Management

As to form: Yes

**Auditor-Controller Concurrence**

As to form: Yes

**Recommended Actions:**

That the Board of Supervisors:

- a) Approve and authorize the Chair to execute the Tenth Amendment to the Master Agreement with DFM Associates for the lease and maintenance of DFM Associates' Recorder's Information and Image Management System (RIIMS), extending the term for an additional year until June 30, 2020, for an amount not to exceed \$93,000 for fiscal year 19-20 (Attachment A).
- b) Approve and authorize the Chair to execute an Agreement with Runbeck Election Services, Inc. to provide ballot printing and mailing services and products, for a term ending June 30, 2020 and an amount not to exceed \$500,000 (Attachment B).
- c) Determine pursuant to the California Environmental Quality Act (CEQA) Guidelines Section 15378(b)(5) that the above actions are not a project subject to CEQA review because the actions consist of organizational and administrative activities of governments that will not result in direct or indirect physical changes in the environment.

**Summary Text:**

RIIMS is the primary system used by the Clerk-Recorder to perform critical functions such as cashiering, archiving, management of official records and images, and extracting fiscal data for revenue allocation to various County departments and funds.

Runbeck Elections Services, Inc. provides printing services for all official ballots and handles mailing services of vote by mail ballots. The department currently utilizes Runbeck’s services and has done so dating back to FY 2014-15.

**Background:**

The Clerk-Recorder-Assessor traditionally has the renewal of the two aforementioned contracts approved via the County Executive Office’s ongoing contracts process. However, due to changes pertaining to the FY 2019-20 contracts, both agreements were ineligible for renewal through that function.

DFM Associates’ FY 2019-20 agreement was modified to remove the Extract Systems Interface Software Addendum. Runbeck’s FY 2019-20 agreement includes the removal of references to specific voting systems in favor of more generic language that is applicable to a wider range of eligible voting systems.

**Performance Measure:**

N/A

**Contract Renewals and Performance Outcomes:**

N/A

**Fiscal and Facilities Impacts:**

Budgeted: Yes **Fiscal Analysis:**

| <b><u>Funding Sources</u></b> | <b><u>Current FY Cost:</u></b> | <b><u>Annualized<br/>On-going Cost:</u></b> | <b><u>Total One-Time<br/>Project Cost</u></b> |
|-------------------------------|--------------------------------|---|---|
| General Fund                  | \$ 500,000.00                  | \$ 500,000.00                               |   |
| State                         |                                |   |   |
| Federal                       |                                |   |   |
| Service Fees                  | \$ 93,000.00                   | \$ 93,000.00                                |   |
| Other:                        |                                |   |   |
| Total                         | \$ 593,000.00                  | \$ 593,000.00                               | \$ -  |

Narrative: There will be no new budgetary impacts stemming from the approval of the attached contract and amendment, as the total estimated expenditures of \$593,000 are already included in the FY 2019-20 budget. A small percentage of the General Fund costs will be recovered via the March 3, 2020 Presidential Primary Election billing.

**Key Contract Risks:**

Contract risk is low as the Clerk-Recorder-Assessor already engages with each vendor to provide substantially the same services as are stipulated in the attached contract and amendment.

**Staffing Impacts:**

**Legal Positions:**

N/A

**FTEs:**

N/A

**Special Instructions:**

Please forward a copy of the minute order and an original of each fully executed contract to Dylan Tekautz in the Clerk-Recorder-Assessor.

**Attachments:**

Attachment A: Tenth Amendment to the Master Agreement with DFM Associates for RIIMS lease and maintenance

Attachment B: Agreement with Runbeck Election Services, Inc. for ballot printing and mailing services

**Authored by:**

Dylan Tekautz

**cc:**