



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: July 12, 2022
Placement: Administrative
Estimated Time:
Continued Item: No
If Yes, date from:
Vote Required: Majority

TO: Board of Supervisors
FROM: Department Joseph E. Holland, County Clerk-Recorder-Assessor
Director(s)
Contact Info: Dylan Tekautz, Fiscal Manager, 568-2214
SUBJECT: **Third Amendment to Runbeck Election Services, Inc. Contract**

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, ratify, and authorize the Chair to execute the Third Amendment to the Master Agreement with Runbeck Election Services, Inc. to provide ballot printing and mailing services and products, for a term ending June 30, 2023 and an amount not to exceed \$600,000 (Attachment A).
- b) 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:

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 renews its contract with Runbeck Election Services, Inc. via the County Executive Office’s ongoing contracts process. However, due to changes pertaining to the FY 2022-23 contract, the agreement was ineligible for renewal through that function.

Runbeck’s FY 2022-23 agreement incorporates updates to reflect current processes and specifications.

Performance Measure:

N/A

Contract Renewals and Performance Outcomes:

N/A

Fiscal and Facilities Impacts:

Budgeted: Yes **Fiscal Analysis:**

<u>Funding Sources</u>	<u>Current FY Cost:</u>	<u>Annualized On-going Cost:</u>	<u>Total One-Time Project Cost</u>
General Fund	\$ 600,000.00	\$ 600,000.00	
State			
Federal			
Service Fees			
Other:			
Total	\$ 600,000.00	\$ 600,000.00	\$ -

Narrative: There will be no new budgetary impacts stemming from the approval of the attached contract amendment as the total estimated expenditures of \$600,000 are already included in the FY 2022-23 budget. A small percentage of the General Fund costs will be recovered via the November 8, 2022 Gubernatorial General Election billing.

Key Contract Risks:

Contract risk is low as the Clerk-Recorder-Assessor has an existing contract with the vendor to provide substantially the same services that are stipulated in the attached contract amendment.

Staffing Impacts:

Legal Positions:
N/A

FTEs:
N/A

Special Instructions:

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

Attachments:

Attachment A: Third Amendment to the Master Agreement with Runbeck Election Services, Inc. for ballot printing and mailing services

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

Attachment C: First Amendment to the Master Agreement with Runbeck Election Services, Inc. for ballot printing and mailing services

Attachment D: Second Amendment to the Master Agreement with Runbeck Election Services, Inc. for ballot printing and mailing services

Authored by:

Dylan Tekautz

cc: