



**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: 05/20/2014
Placement: Administrative
Estimated Tme:
Continued Item: No
If Yes, date from:
Vote Required: 3/5

TO: Board of Supervisors
FROM: Joseph E. Holland, Clerk-Recorder-Assessor-Registrar of Voters
Contact Info: Rose Rodarte, Fiscal Manager x2687
SUBJECT: Ballot Print and Mail Services Agreement

County Counsel Concurrence

As to form: Yes

Other Concurrence: Risk Management

As to form: Yes

Recommended Actions:

That the Board of Supervisors:

- a. Approve and authorize the Chair to execute a Ballot Print and Mail Services Agreement with Runbeck Election Services, Inc. (not a local vendor), in an amount not to exceed \$500,000; and
- b. Determine that the above actions are not a project under the California Environmental Quality Act (CEQA) pursuant to Section 15378(b)(5) of the CEQA Guidelines, because they consist of administrative activities of the County that will not result in direct or indirect physical changes in the environment.

Summary Text:

Following the 2012 General Election, Elections commenced a project to seek vendors that could provide more integrated and comprehensive solutions to our ballot printing and vote by mail processing needs.

In 2013, Elections visited five print vendors certified in the State of California to print ballots for the tabulation system used in Santa Barbara County. An informal request for information was sent to these vendors to obtain pricing on service and system solutions they could provide. Two of the certified vendors provided full service solutions, however Runbeck Election Services (Runbeck) provided the most comprehensive service and integrated systems for ballot printing and vote by mail processes at

competitive pricing. Runbeck has been in business for 42 years and is a reputable vendor providing these types of systems for 8 counties in California, 64 counties in Colorado and across 13 states.

The Elections Division would like the County to contract with Runbeck for printing of all official ballots and the mailing of vote by mail ballots. Recently, your Board approved a bid waiver for the County to acquire ballot sorting and printing equipment from this same vendor. Their ballot printing services will integrate with the new equipment and provide advantages over the current vendor. One advantage is that Runbeck allows printing for only the number of ballots needed, rather than estimating and ordering in bulk as we do with the current vendor. Ordering ballots on an as needed basis will generate some cost savings and avoid waste in the number of unused ballots ordered.

The costs for ballot printing and mailing services per statewide election is estimated at \$200,000; however the contract not to exceed amount of \$500,000 is to allow for costs associated with potential special elections that may arise during the year.

Background:

Pursuant to the Elections Code, the person in charge of elections for the county, city and county, or district shall provide ballots for any election within his/her jurisdiction. All expenses authorized and necessarily incurred in the preparation for and conduct of the election for the printing of ballots, sample ballots and voter pamphlets shall be paid by from the county treasuries, except for city elections, which shall be paid for by the city treasuries. Elections Code Section 13001 allows the elections official to provide these materials without the services of the county or city purchasing agent.

In 2010, the Top Two Candidates Open Primary Act was passed into law. This law changed the manner in which candidates are nominated into office, doing away with partisan primaries for State and Federal Offices. All qualified candidates, regardless of party preference, now appear on the same primary ballot. In June 2014 there are 15 candidates for Governor, 9 candidates for 24th Congressional District, and 8 candidates for each of the Lieutenant Governor and Secretary of State contests. With no limit to the number of candidates that can run for office, there is the possibility that the number of candidates and contests will exceed the available space on the ballot, forcing us to print a two card ballot.

In addition to the impact the Top Two Candidates Open Primary Act may have on our ballot size, in 2011, Senate Bill 202 was passed, moving all State initiative and referendum measures to the general election ballot, for all elections occurring after July 2011.

All schools, special districts and all cities, except the City of Santa Barbara will have a contest that may appear on the November 4, 2014 Consolidated General Election ballot. This ballot will also contain county races that may go into a run-off; the top two candidates for the state and federal offices from the June Primary ballot; and questions of the appointments of the Chief Justice and Associate Justice of the Supreme Court, and Justice of the Court of Appeals. Depending on the number of state and local measures on the November ballot, we may also require a two card ballot for the November even-year gubernatorial elections.

Ballot print vendors are accustomed to the volume of ballots printed in a November election cycle when multiple states are holding their election on the same date; however, adding the complexity of a two card ballot and the production impacts, we feel it is prudent to contract with Runbeck to print our ballots to ensure we continue to maintain the print schedules and deliverable deadlines we need to conduct the election.

Performance Measure:

Fiscal and Facilities Impacts:

Budgeted: Yes

Fiscal Analysis:

The costs of ballot printing and mailing services with Runbeck are estimated to be no higher than the amount currently budgeted for the former vendors. The appropriations are budgeted in the Elections Adopted Budget.

Staffing Impacts:

Legal Positions:

FTEs:

Key Contract Risks:

The key contract risks are related to this vendor being a new contractor with the County. The department evaluated vendor responses to an informal request for information sent to vendors certified by the State of California to print the ballots used in our County. We visited print vendor facilities, interviewed staff that would be assigned to work with the County, and conducted reference checks prior to selecting the vendor.

This vendor will be responsible for printing official ballots to be used by voters in casting their votes. To confirm the validity of the ballots the County follows the protocol established by the Secretary of State for the testing of ballots prior to issuing ballots to voters. We have also setup proofing and sign-off protocols with the vendor beyond those established by the State.

The main risks with this vendor would be the same risks with any vendor we used for ballot printing and mailing. These would be a failure of the printer to supply the ballots in a timely manner or errors in printing, both of which the County would need to have contingencies for.

Special Instructions:

Send Minute Order to Rose Rodarte in Clerk-Recorder-Assessor Department

Attachments:

Ballot Print and Mail Services Agreement

Authored by:

Renee Bischof

cc: