



CITY OF SANTA BARBARA

COUNCIL AGENDA REPORT

AGENDA DATE: May 14, 2013

TO: Mayor and Councilmembers

FROM: City Clerk's Office, Administrative Services Department

SUBJECT: Agreements With Martin & Chapman Company And Donna M. Grindey, CMC, For Election Services Related To The November 5, 2013 General Municipal Election

RECOMMENDATION: That Council:

- A. Authorize the Assistant City Administrator to execute a \$134,000 professional services agreement with Martin & Chapman Company for election services necessary concerning the City's November 2013 General Election, and to approve expenditures of up to \$20,100 for extra services that may result from necessary changes in the scope of work; and
- B. Authorize the Assistant City Administrator to execute a \$30,000 professional services agreement with Donna M. Grindey, CMC, for election services, and to approve expenditures of up to \$4,500 for extra services that may result from necessary changes in the scope of work.

DISCUSSION:

The City's next general municipal election to fill the Mayor's and three City Council seats and to decide one ballot measure will be held on Tuesday, November 5, 2013. On April 23, 2013, Council authorized staff to conduct a Vote-By-Mail Election. At this point in the election planning process, staff is requesting that Council authorize contracting with Martin & Chapman Company and Donna M. Grindey, CMC, for professional services related to the administration of the November 5, 2013 Vote-By-Mail General Municipal Election.

Martin & Chapman Company and Donna Grindey specialize in and have provided comprehensive election services to local municipalities, including the City of Santa Barbara.

Martin & Chapman Company, located in Anaheim, California, was established in 1956 and provides election supplies, services and consultation to over 400 cities, counties and associations in the states of California and Nevada. Martin & Chapman satisfactorily provided stand-alone election services to the City in 2007, 2009 and 2011.

Additionally, the Company has provided limited consultant services to the City of Santa Barbara related to ballot measures, initiatives and elections for the past 20 years. Martin & Chapman serves as the primary election consultant for cities in the California counties of Ventura, Santa Barbara, San Luis Obispo, Los Angeles, Orange, San Bernardino, Riverside, San Diego, and Imperial.

Martin & Chapman will provide the following supplies and services to the City of Santa Barbara:

- Nomination, mail ballot and precinct supplies;
- Voter identification reports;
- Vote by mail tracking program;
- Sample ballot/voter information pamphlets;
- Official ballots and supplies;
- Ballot counting, including equipment, and election night supplies;
- Translation services; and
- Qualified staff member availability by telephone or in person.

Donna M. Grindey is a retired City Clerk who specializes in election consulting services. Ms. Grindey will provide assistance with all aspects of the election process, especially focusing on the vote-by-mail process. As a City Clerk, Ms. Grindey successfully held seven stand-alone elections for the cities of Santa Clarita and Lancaster. Ms. Grindey has satisfactorily previously provided stand-alone election consultant services to several tri-county cities, including the City of Santa Barbara in 2007, 2009 and 2011.

Ms. Grindey will provide the following consulting services:

- Supervision of all aspects of the vote-by-mail process;
- Training of vote-by-mail board members and preparation of reports;
- Preparation and review of election materials;
- Training of City staff on various aspects of the election process; and
- Assistance with training, procedures and design for central counting place.

Staff plans to return to Council on June 4, 2013, to request Council adoption of the following resolutions necessary to schedule the City's general municipal election:

- Calling for the Election;
- Authorizing a Vote-By-Mail Election;
- Adopting regulations pertaining to candidates' statements;
- Directing the City Attorney to prepare impartial analyses of any ballot measures or Charter Amendments; and
- Setting priorities for filing written arguments for ballot measures or Charter Amendments.

At the June 4, 2013 meeting, staff will also provide Council with an update on the locations of the drop-off centers, as requested by Council at the April 23, 2013 meeting.

BUDGET/FINANCIAL INFORMATION:

The City Clerk's Office included \$300,000 in the Fiscal Year 2014 proposed budget to cover the costs of the November 5, 2013, general municipal election, including the services outlined in this report .

PREPARED BY: Gwen Peirce, CMC, City Clerk Services Manager

SUBMITTED BY: Marcelo A. López, Assistant City Administrator

APPROVED BY: City Administrator's Office