



# CITY OF SANTA BARBARA

## COUNCIL AGENDA REPORT

**AGENDA DATE:** May 17, 2011

**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 8, 2011, General Municipal Election

**RECOMMENDATION:** That Council:

- A. Authorize the Administrative Services Director to execute a \$141,500 professional services agreement, in a form of agreement acceptable to the City Attorney, with Martin & Chapman Company for election services, and to approve expenditures of up to \$21,225 for extra services that may result from necessary changes in the scope of work; and
- B. Authorize the Administrative Services Director to execute a \$40,000 professional services agreement, in a form of agreement acceptable to the City Attorney, with Donna M. Grindey, CMC, for election services, and to approve expenditures of up to \$6,000 for extra services that may result from necessary changes in the scope of work.

**DISCUSSION:**

The City's next general municipal election to fill three City Council seats and vote on ballot measures, if any, will be held on Tuesday, November 8, 2011. On April 26, 2011, Council authorized conducting the November 8, 2011, election as a vote-by-mail election.

The purpose of this Council Agenda Report is to obtain Council approval to contract with Martin & Chapman Company and Donna M. Grindey, CMC, for professional services related to the administration of the November 8, 2011, vote-by-mail general municipal election.

## MARTIN & CHAPMAN

Martin & Chapman Company, located in Anaheim, was established in 1956 and provides election supplies, services and consultation to more than 400 cities, counties and associations in the states of California and Nevada. Martin & Chapman has provided services to the City for the past 20 years, including assisting with the City's 2007 and 2009 stand-alone general municipal elections. Martin & Chapman serves as the primary election consultant for the 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
- Expert technical assistance by telephone or in person.

## DONNA M. GRINDEY

Donna M. Grindey is a retired City Clerk who specializes in election consulting services. Ms. Grindey will assist with all aspects of the election process. As a City Clerk, Ms. Grindey successfully managed seven stand-alone elections for the cities of Santa Clarita and Lancaster. Ms. Grindey has satisfactorily provided stand-alone election consultant services to several tri-county cities, including the City of Santa Barbara.

Ms. Grindey will provide the following services:

- Preparation of election resolutions, notices, and candidate nomination papers;
- Identification of polling locations and precinct workers;
- Processing of vote-by-mail voter information;
- Supervision of the canvassing process and preparation of reports;
- Design of central counting center; and
- Training of City staff on all aspects of the election process.

## NEXT STEPS

Staff plans to return to Council next month requesting 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.

## CONTRACT TERMINATION CLAUSE

Both contracts include a termination clause that allows either party to cancel the contract by giving a seven day notice. This clause is particularly important this year if the State calls for a Special Election in November. With a Special Election we would then be part of a county managed consolidated election. If that were to happen we would only be liable for costs incurred up to the date of cancellation. All parties are aware of this possibility.

## BUDGET/FINANCIAL INFORMATION:

The proposed FY 2012 budget for the City Clerk's Office includes \$300,000 to cover the cost of the November 8, 2011, general municipal election.

**PREPARED BY:** Cynthia M. Rodriguez, CMC, City Clerk Services Manager

**SUBMITTED BY:** Marcelo A. López, Assistant City Administrator/Administrative Services Director

**APPROVED BY:** City Administrator's Office