



Administrative Report

H.6., File # 20-1361

Meeting Date: 10/20/2020

To: MAYOR AND CITY COUNCIL
From: ELEANOR MANZANO, CITY CLERK

TITLE

ADOPT BY TITLE ONLY RESOLUTION NO. CC-2010-075, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF REDONDO BEACH, CALIFORNIA, CALLING AND GIVING NOTICE OF THE HOLDING OF AN ALL-MAILED BALLOT GENERAL MUNICIPAL ELECTION CONSOLIDATED WITH THE ELECTION OF THE BOARD OF EDUCATION OF THE REDONDO BEACH UNIFIED SCHOOL DISTRICT, TO BE HELD IN SAID CITY ON TUESDAY, MARCH 2, 2021, FOR THE ELECTION OF CERTAIN OFFICERS OF THE CITY AND MEMBERS OF THE BOARD OF EDUCATION OF SAID SCHOOL DISTRICT, AS REQUIRED BY THE PROVISIONS OF THE CHARTER OF THE CITY OF REDONDO BEACH;

ADOPT BY TITLE ONLY RESOLUTION NO. CC-2010-076, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF REDONDO BEACH, CALIFORNIA, REQUESTING THE BOARD OF SUPERVISORS OF THE COUNTY OF LOS ANGELES TO RENDER SPECIFIED SERVICES TO THE CITY RELATING TO CONDUCT AN ALL-MAILED BALLOT GENERAL MUNICIPAL ELECTION CONSOLIDATED WITH THE ELECTION OF MEMBERS TO THE BOARD OF EDUCATION OF THE REDONDO BEACH UNIFIED SCHOOL DISTRICT TO BE HELD ON TUESDAY, MARCH 2, 2021;

ADOPT BY TITLE ONLY RESOLUTION NO. CC-2010-077, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF REDONDO BEACH, CALIFORNIA, ADOPTING REGULATIONS PERTAINING TO CANDIDATES' STATEMENTS SUBMITTED TO THE VOTERS AT A GENERAL MUNICIPAL ELECTION CONSOLIDATED WITH THE ELECTION OF MEMBERS TO THE BOARD OF EDUCATION OF THE REDONDO BEACH UNIFIED SCHOOL DISTRICT FOR THE ELECTION ON MARCH 2, 2021; AND

APPROVE AGREEMENT WITH PRO DOCUMENT SOLUTIONS, INC. DBA PROVOTE SOLUTIONS FOR MARCH 2, 2021 GENERAL MUNICIPAL ELECTION BALLOT PRODUCTION, PRINT AND MAIL SERVICES IN AN AMOUNT NOT TO EXCEED \$90,000 FOR THE TERM OCTOBER 20, 2020 - OCTOBER 19, 2021

EXECUTIVE SUMMARY

Redondo Beach will be holding its General Municipal Election on March 2, 2021 via all-mail ballot, as provided in the Municipal Code and in accordance with the City Charter.

The City Council must adopt Resolutions pertaining to the call and notice for an All-Mailed Ballot election, request certain services of the L.A. County Board of Supervisors, and adopt regulations pertaining to candidate statements of a General Municipal Election. In addition, the Redondo Beach Unified School District, by its Resolution No. R:20-21:03 has requested consolidation with the City's election under the provisions of the City Charter.

Resolution No. CC-2010-075 calls the General Municipal Election to be held in the City on March 2, 2021 to elect Mayor, Members of the City Council from Districts 1, 2, and 4, City Attorney, and three members of the Board of Education for full terms of four years.

Resolution No. CC-2010-076 requests County Board of Supervisors to authorize the County Registrar to provide certain services.

Resolution No. CC-2010-077 sets forth regulations for Candidates' Statements to be incorporated in to the Voter Information Guide submitted to Redondo Beach voters, and includes associated costs to be paid by the candidates.

Nomination Process

Due to continual COVID-19 pandemic safety-related concerns and current City Hall closure status, the City Clerk's Office will conduct the nomination process for potential candidates virtually by Zoom appointment. The nomination period is November 9 - December 7, 2020, 5:30 p.m. In the event an incumbent does not file, the nomination period will be extended for that office to Wednesday, December 9, 2020, 5:30 p.m. Beginning October 26, the City Clerk will begin scheduling appointments during the nomination period. The City Clerk's Office is in the process of finalizing preparations for virtual nomination procedures. Additional information is available on the City website www.redondo.org/elections <<http://www.redondo.org/elections>> and will be updated as new information becomes available.

Contract Services

Per Elections Code Section 13001, the City Clerk does not have to utilize the purchasing department for election supplies, thus contracts or agreements are not required. However, the City Clerk's Office has chosen to follow the City's purchasing policies, and has solicited proposals from California Secretary of State-approved election suppliers.

After analysis and reference checks, it is recommended that the City award a contract to Prodocument Solutions, Inc. DBA Provote Solutions (Provote) for ballot production, print and mail services. An agreement(s) for ballot design, tabulation software, equipment, and other services are forthcoming.

BACKGROUND

The City's former full-service election provider, Martin & Chapman, Inc. is no longer in business, and other than Los Angeles County conducting the election, there are no other vendors that provide all of the services the City requires to conduct its election; hence, a consultant is assisting the City Clerk's Office with the election process including vetting potential vendors and suppliers. This evening, we are presenting for Council approval this the initial agreement for ballot print and mailing services.

Los Angeles County quoted \$643,000 for conducting the City's all-mail ballot March 2, 2021 election

including one ballot measure, if called. Costs to conduct a Run-off election were not included in this amount.

The City has an excellent working relationship with Los Angeles County, and in fact Council recently approved agreements to allow three “drop-off” Vote-by-Mail boxes for the Presidential election and future elections in the City. These boxes will be available for the City’s use during the City’s municipal elections, adding to voter convenience during the all-mail ballot election.

After analysis, vendor interviews and reference checks, the City Clerk’s office has selected:

ProVote Solutions for ballot printing, Voter Information Guide (Sample Ballot) design and printing, and mailing services.

- A California-based company founded in 1979
- Provides services for numerous counties, including these California Counties:
 - Calaveras, Colusa, Del Norte, El Dorado, Glenn, Imperial, Inyo, Kern, Lake, Los Angeles, Madera, Mariposa, Mono, Napa, Plumas, San Luis Obispo, Siskiyou, Sonoma, Stanislaus, Sutter, Tehama, Tulare, Yuba

This agreement includes an obligation to provide like services at the same pricing for a Run-off election (anticipated to be held on May 11th if necessary).

COORDINATION

The City Clerk’s Office has coordinated with the City Attorney’s office.

FISCAL IMPACT

The March 2021 Election is budgeted for \$321,600 for FY2020-2021. The City Clerk’s Office will return mid-fiscal year to request additional funds for conduct of May 11, 2021 run-off election if necessary.

APPROVED BY:

Eleanor Manzano, City Clerk

ATTACHMENTS

Resolutions calling election, requesting County services, and candidate statements regulations
RBUSD Resolution R:20-21:03
Agreement - Provote Solutions