

# Agenda Summary Report (ASR)

## Franklin County Board of Commissioners

<b>DATE SUBMITTED:</b> 5/11/2021	<b>PREPARED BY:</b> Matt Beaton, Ashley Heyen
<b>Meeting Date Requested</b>	<b>PRESENTED BY:</b> Consent Agenda
<b>ITEM:</b> (Select One) <input checked="" type="checkbox"/> Consent Agenda	Brought Before the Board Time needed:
<b>SUBJECT / ISSUE:</b> Intergovernmental Agreement #IG 7117 for Combined State and Local Voter's Pamphlet	
<b>FISCAL IMPACT:</b> Costs dependent on election year, type of election and how many jurisdictions/offices are participating in the election. Example: 2018 costs-\$5,137.70, 2019 costs-\$5,304.45, 2020 costs-\$1,535.90	
<b>BACKGROUND:</b> The Office of the Secretary of State produces a state voter's pamphlet in General elections. In the past we have combined with the State to produce our local voters' pamphlet to reduce production and distribution costs.	
<b>RECOMMENDATION:</b> Move to approve resolution authorizing intergovernmental agreement IG-7117	
<b>COORDINATION:</b> Contract reviewed and approved as to form by Jennifer Johnson, PA's Office.	
<b>ATTACHMENTS:</b> 2 copies of the Agreement and Resolution	
<b>HANDLING / ROUTING:</b> (Once document is fully executed it will be imported into Document Manager. Please list <u>name(s)</u> of parties that will need a pdf) 2 copies of the Agreement and Resolution 1) Auditor 2) State	

*I certify the above information is accurate and complete.*

Wendy Beaton Co Auditor Name, Title

**FRANKLIN COUNTY RESOLUTION \_\_\_\_\_**

BEFORE THE BOARD OF COMMISSIONERS,  
FRANKLIN COUNTY, WASHINGTON

***INTERGOVERNMENTAL AGREEMENT, NUMBER IG-7117 BETWEEN  
FRANKLIN COUNTY AND THE STATE OF WASHINGTON, SECRETARY OF  
STATE FOR COMBINED STATE AND LOCAL VOTER'S PAMPHLET***

**WHEREAS**, the Franklin County Auditor desires to contract with the Office of the Secretary of State for the production and distribution of a combined state and local Voter' Pamphlets; and

**WHEREAS**, the State of Washington, Secretary of State is authorized by RCW 29A.32.010 to publish and distribute a Voters' Pamphlet statewide; and

**WHEREAS**, the Board of Franklin County Commissioners is authorized by RCW 29A.32.210 to adopt ordinances authorizing publication and distribution of local Voters' Pamphlets which have been adopted as Franklin County Ordinance Number 6-2007 for General elections and 5-2008 for Primary elections; and

**WHEREAS**, Chapter 39.34 RCW allows for the State of Washington and Franklin County to enter into agreements with each other for the joint and cooperative exercise of their respective authorities; and

**WHEREAS**, through the attached Agreement the production and distribution of a combined Voters' Pamphlet for use by voters within the respective jurisdictions of each of the parties will serve to enhance voter knowledge, and to reduce production and distribution costs, and be in the best interest of the citizens of Franklin County.

**WHEREAS**, pursuant to *RCW 36.01.010* and *RCW 36.32.120*, the legislative authority of each County is authorized to enter into contracts on behalf of the County and have the care of county property and management of county funds and business; and

**WHEREAS**, the Board of Franklin County Commissioners constitutes the legislative authority for Franklin County and desires to enter into this agreement as being in the best interest of Franklin County; and

**NOW, THEREFORE, BE IT RESOLVED** the Board of Franklin County Commissioners hereby approves the attached Intergovernmental Agreement between the State off Washington Secretary of State and Franklin County for combined state and local voters' pamphlets.

**APPROVED** this 11th day of May, 2021.

**BOARD OF COUNTY COMMISSIONERS  
FRANKLIN COUNTY, WASHINGTON**

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Chair Pro Tem

\_\_\_\_\_  
Member

**ATTEST:**

\_\_\_\_\_  
Clerk to the Board

*Originals: Secretary of State  
Auditor*

5. **TERMINATION**

A. This Agreement may be terminated by either party with one-hundred-twenty (120) calendar day written notice to the other party's authorized representative. The County shall be liable only for its share of costs relating to Voter's Pamphlet costs incurred prior to the effective day of termination.

B. The County acknowledges that the purpose, scope, and execution of this Agreement cannot in any way delay or interfere with the production of a combined Voters' Pamphlet. Should the County breach any of the terms, conditions or deadlines contained herein, the Secretary shall have the right of immediate termination of this Agreement and the right to charge the County with its pro rata share of the costs to the date of termination.

C. This Agreement may be terminated immediately by the Secretary or the County if funding necessary for future performance of a party's obligations under the Agreement is withdrawn by that party's source of funding, subject to payment of any costs already incurred.

D. The County may choose to opt out of this Agreement one year at a time. The annual opt out requires written notification by the County to OSOS prior to the first day of candidate filing week in that year.

6. **WAIVER**

Waiver of any default may only be in writing and shall not be deemed a waiver of any subsequent default. Waiver of breach of any provision of the Agreement shall not be deemed a waiver of any other or subsequent breach and shall not be construed to be a modification of the terms of the Agreement unless stated to be such in writing, signed by the parties to this Agreement, and attached to the original Agreement.

7. **ENTIRE UNDERSTANDING**

This Agreement sets forth the entire understanding of the parties and may be modified only by written instrument duly executed by each party.

8. **GOVERNING LAW**

This Agreement shall be construed and interpreted in accordance with the laws of the State of Washington. This Agreement shall also be subject to the ordinances, codes and other laws of the County.

9. **VENUE**

Jurisdiction and venue for all actions to enforce the terms of this Agreement or to obtain redress for any damages resulting from a breach thereof, shall be in the Thurston County Superior Court for the State of Washington.

10. **HEADINGS**


The headings of the various sections of this Agreement have been inserted for convenience and reference only and shall not be deemed part of this Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement.

OFFICE OF THE SECRETARY OF STATE

FRANKLIN COUNTY

\_\_\_\_\_  
Date  
Mark Neary  
Assistant Secretary of State

  
\_\_\_\_\_  
Date  
Print Name Matt Beaton  
Title County Auditor

**INTERGOVERNMENTAL AGREEMENT FOR COMBINED  
STATE AND LOCAL VOTER'S PAMPHLET**

This intergovernmental agreement (the "Agreement") is entered into between the State of Washington, Secretary of State (the "Secretary") and the Franklin County Auditor ("County").

**WHEREAS**, the Secretary is authorized by RCW 29A.32.010 to publish and distribute a Voters' Pamphlet statewide and the County is authorized by RCW 29A.32.210 to adopt ordinances authorizing publication and distribution of a local Voters' Pamphlet, and

**WHEREAS**, Chapter 39.34 RCW authorized governmental entities to enter into agreements for the joint and cooperative exercise of their respective authorities, and

**WHEREAS**, the production and distribution of combined state and local Voters' Pamphlets enhances voter knowledge and reduces production and distribution costs.

**NOW, THEREFORE**, in consideration of the mutual benefits to be derived, the parties agree as follows:

**1. PERIOD OF PERFORMANCE**

The Period of Performance under this Agreement shall be from the date of execution (the "Effective Date") through June 30, 2026, unless otherwise terminated as provided herein.

**2. DUTIES**

A. Participating Jurisdictions, in cooperation with the Secretary, will publish and distribute combined General Election Voter's Pamphlets.

B. The Secretary and the County will each be responsible for completion of their specific duties no later than is required for publication of the Voter's Pamphlets by the Secretary.

C. The Secretary and the County will each comply with their own administrative rules regarding publication of Voters' Pamphlets.

D. The Secretary will:

1. Specify the format and layout information contained in the combined Voters' Pamphlet;
2. Identify specifications and deadlines for submission of County material;
3. Prepare bid specifications for printing solicitation including typesetting, composition, preparation of negatives, publication and distribution by mailing;
4. Provide copies of bid specifications to participating jurisdictions in a timely manner;
5. Solicit and award printer bids; and
6. Exercise editorial control over all information to be published in the combined Voters' Pamphlet.

E. The County will:

1. Determine the contents of the local portion of the Pamphlet, subject to editorial control by the Secretary; and
2. Determine the composition and typesetting of the local portion of the Pamphlet, according to format specifications set by the secretary.

**3. CONTENT OF VOTERS' PAMPHLETS**

The pamphlet shall contain all of the information and elements required by law for both the statewide and local Voters' Pamphlets. The Secretary may also allow inclusion of non-mandatory information. Contents may include the following:

- A. The official and legal identification of each statewide measure by serial designation or number;
- B. The full text of each statewide measure;
- C. A statement prepared by the attorney general explaining the law as it presently exists for each statewide measure;
- D. A statement prepared by the attorney general explaining the effect of each proposed statewide measure if it becomes law;
- E. The fiscal impact statement for each statewide measure;
- F. The total number of votes cast for and against a statewide measure in the senate and house of representatives, if the measure has been passed by the legislature;
- G. An argument advocating the voters' approval of a statewide measure together with any statement in rebuttal of the opposing argument, followed by the names of the committee members who submitted the argument;
- H. An argument advocating the voters' rejection of a statewide measure together with any statement in rebuttal of the opposing argument, followed by the names of the committee members who submitted the argument;
- I. Two-page advisory notes for each statewide measure;
- J. Front and back cover, table of contents, and introduction;
- K. A list of jurisdictions that have measures or candidates in the Pamphlet;
- L. Sample ballot or voters checklist;
- M. Description of the office of precinct committee officer and its duties;
- N. General voting and election information including election laws, description of the campaign process, and voter participation options;
- O. Name, address, and telephone number of each political party with candidates in the pamphlet;
- P. Address and telephone number of the Public Disclosure Commission, as well as a summary of requirements for contributions to candidates and political parties, and an explanation of federal income tax credits and deductions available to persons who make such contributions;
- Q. The statement and photograph of each applicable state, city, county, and participating district candidate qualified to be included;
- R. Voter Registration information;
- S. Absentee ballot request form and application instructions;
- T. The text of each local government measure accompanied by an explanatory statement prepared by the prosecuting attorney for any county measure or by the attorney for the jurisdiction submitting the measure if other than a county measure. All explanatory statements for city, town, or district measures not approved by the attorney for the jurisdiction submitting the measure shall be reviewed and approved by the county prosecuting attorney or city attorney, when applicable, before inclusion in the pamphlet;
- U. The arguments for and against each local government measure, submitted by committees selected pursuant to RCW 29A.32.280;
- V. For local partisan primary elections, information on how to vote the applicable ballot format and an explanation that minor party candidates and independent candidates will appear only on the general election ballot;
- W. Governmental organization information;
- X. General campaign finance information;
- Y. Maps; and
- Z. Other permissible material approved by the Secretary.

4. **APPORTIONMENT OF COSTS**

- A. Participating Jurisdictions

Each county that has a current agreement with the Secretary for production of a combined state and local Voters' Pamphlet will be paid by the participating jurisdiction to which that material is attributable, unless prior written agreement is obtained from the Secretary's authorized representative.

**B. Composition Costs**

The typesetting and composition costs for each edition of the combined state and local Voters' Pamphlets will be paid by the participating jurisdiction to which that material is attributable in each edition unless specific arrangements are made with and agreed to in writing by the Secretary.

**C. Production and Distribution Costs**

The production and distribution costs of the combined state and local Voters' Pamphlet shall be apportioned to and paid by each participating jurisdiction as follows:

1. For each edition distributed wholly or partially within the jurisdiction, determine (a) the number of pages in that edition attributable to each of the participating jurisdictions, and (b) the cost of production and distribution for that edition;
2. For each edition, determine the total cost of each page by dividing total cost of the edition (step 1(b)) by the number of pages in that edition;
3. For each participating jurisdiction included within an edition, multiply the total pages attributable to that jurisdiction (step 1 (a)) by the cost per page for that edition; and
4. For each participating jurisdiction, fifteen percent will be added to the direct cost total to cover "indirect cost" or overhead.

**D. Errors and Omissions**

The cost of additional composition, production, or distribution due to error or omission shall be paid by the party responsible for the error or omission. The Secretary will determine the amount of additional costs.

**E. Deadlines**

Timely submission of material, pursuant to the specifications and deadlines established by the Secretary, is essential to the efficient and cost-effective production of the combined Voters' Pamphlet. Time is of the essence as to all deadlines established by the Secretary. Any party submitting materials after the deadline shall be responsible for all additional costs caused by that delay, as determined by the Secretary.

**F. Billing and Payment.**

The Secretary will bill the County its share of costs as a participating jurisdiction using the above formula. The County shall make payment to the Secretary within thirty (30) calendar days of receipt of the billing.

**4. AUTHORIZED REPRESENTATIVES**

The following individuals are responsible for the administration of the agreement between the Office of the Secretary of State and Franklin County

- A, Secretary: Stuart Holmes  
Office of the Secretary of State  
PO Box 40229  
Olympia, Washington 98504
- B. County: Matt Beaton, Franklin County Auditor  
  
Franklin County Auditor's Office  
PO Box 1451  
Pasco, Washington 99301-1451