

City of Culver City, California
City Council Agenda Item Report

Meeting Date: 03/24/08		Item Number: <u>C-5</u>	
AGENDA ITEM: Approval of a Professional Services Agreement with Martin & Chapman Company to Provide Election Services Relating to the City's General Municipal Election to be Held on Tuesday, April 8, 2008.			
Contact Person/Dept.: Ela Valladares		Phone Number: 310-253-5851	
Fiscal Impact: Yes ☒ No ☐		General Fund: Yes ☒ No ☐	
Public Hearing: ☐		Action Item: ☐ Attachments: ☐	
Public Notification: Master Notification List (03/19/08); Martin & Chapman Co.			
Department Approval: Christopher Armenta (03/14/08)		City Attorney Approval: Carol Schwab (by H. Baker) (03/18/08)	
Fiscal Impact Review: Jeff Muir (by M. Noller) (03/19/08)		City Manager Approval: Jerry B. Fulwood (03/19/08)	
<u>RECOMMENDATION:</u> Staff recommends the City Council approve a professional services agreement with Martin & Chapman Company, in an amount not to exceed \$64,000.00, to provide election services relating to the City's General Municipal Election to be held on April 8, 2008. <u>BACKGROUND:</u> Culver City hires an election services provider to assist in conducting municipal elections. The election services provider provides supplies and services necessary to conduct an election, such as ballot layout and printing; sample ballot printing, addressing, sorting and mailing; precinct worker training; software, mailing labels, envelopes, and reports for processing absentee ballots; balloting counting equipment and personnel; and precinct supplies. <u>DISCUSSION:</u> Culver City Municipal Code §3.07.070 allows for professional services contracts to be awarded without a formal bid process "based upon competitive quotations, <i>whenever practical</i>, as determined by the City Manager from not less than three (3) vendor contractors." It is not possible to get quotations from three contractors, as there is only one company in the State that performs these kinds of services. That company is Martin & Chapman Company.			

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The City Clerk's Office has previously contracted with Martin & Chapman Company for approximately 18 years. Staff has been satisfied with the high quality of service that Martin & Chapman Company provides, especially the professional guidance regarding the election process and availability to assist if problems or questions should arise.

The price estimate received from Martin & Chapman Company is \$64,000.00.

FISCAL ANALYSIS:

Sufficient funds for election supplies and services were appropriated in the Fiscal Year 07/08 budget. The Elections budget is \$80,000.00.

It should be noted that costs for the April 2008 election will be higher than in previous years due to the following:

- The U.S. Department of Justice has focused more attention on compliance with minority language requirements under the Federal Voting Rights Act and Help America Vote Act. Culver City is required to provide materials in the Spanish language. For the April 2008 election, all translations will be incorporated into the English language sample ballot and translations of all voter information materials at the polling places will be provided. The format change in the sample ballot and translated materials account for part of the increased costs.
- The proposed Utility Users Tax Modernization Ordinance (Measure W) on the April 2008 ballot will significantly increase the costs for printing the sample ballot. Measure W is 39 pages in length and must be included in the sample ballot.

The City Council should be advised that a budget amendment may be required in the current fiscal year in the City Clerk's budget due to increased operating expenses for printing the sample ballot with the proposed Utility Users Tax Modernization ballot measure. Should this be necessary, such a proposed amendment would be prepared for consideration by the City Council at a future City Council meeting.

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ATTACHMENTS:

None

MOTION:

That the City Council:

1. Approve a Professional Services Agreement with Martin & Chapman Company as the election services provider for the 2008 General Municipal Election at a cost not to exceed \$64,000.00;
2. Authorize the City Attorney to review/prepare the necessary documents, and authorize the City Manager to execute such documents on behalf of the City.