

**City of Culver City, California
Agenda Item Report**

Meeting Date: 02/13/12		Item Number: <u>C-4</u>	
CITY COUNCIL AGENDA ITEM: Approval of a Professional Services Agreement with Martin & Chapman Co. to Provide Election Services Relating to the City's General Municipal Election to be held on Tuesday, April 10, 2012.			
Contact Person/Dept.: Ela Valladares		Phone Number: 310-253-5851	
Fiscal Impact: Yes ☒ No ☐		General Fund: Yes ☒ No ☐	
Public Hearing: ☐		Action Item: ☐ Attachments: ☐	
Commission Action Required: Yes ☐ No ☒ Date: _____			
Public Notification: (E-Mail) Agenda and Meetings – City Council (02/09/12); Martin & Chapman Co.			
Department Approval: Martin R. Cole (02/09/12)		City Attorney Approval: Carol Schwab (by H. Baker) (02/09/12)	
Chief Financial Officer Approval: Jeff Muir (02/09/12)		City Manager Approval: John M. Nachbar (02/09/12)	
<u>RECOMMENDATION:</u> Staff recommends the City Council approve a professional services agreement with Martin & Chapman Co., in an amount not to exceed \$68,000.00 to provide election services relating to the City's General Municipal Election on April 10, 2012. <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 vote-by-mail ballots; balloting counting equipment and personnel; and precinct supplies. It should be noted that Culver City is required to provide election materials in the Spanish language. 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. <u>DISCUSSION:</u> Culver City Municipal Code Section 3.07.085.A provides the authority to award a contract for professional services without complying with formal bid requirements,			

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provided, the contract is based upon competitive quotations, whenever practical, as determined by the City Manager. The City Clerk's Office has previously contracted with Martin & Chapman Co. for approximately 20 years. Staff has been satisfied with the high quality of service that Martin & Chapman Co. provides, especially the professional guidance regarding the election process and availability to assist if problems or questions should arise. Therefore, the City Manager has determined that competitive quotations are not necessary.

The price estimate received from Martin & Chapman Co. is \$68,000.00.

FISCAL ANALYSIS:

Funds for election supplies and services were appropriated in the City Council Adopted Budget for Fiscal Year 2011/2012.

ATTACHMENTS:

None.

MOTION:

That the City Council:

1. Approve a professional services agreement with Martin & Chapman Co. as the election services provider for the 2012 General Municipal Election at a cost not to exceed \$68,000.00;
2. Authorize the City Attorney to review/prepare the necessary documents; and
3. Authorize the City Manager to execute such documents on behalf of the City.