

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

Meeting Date: 02/22/10		Item Number: <u>C-5</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 13, 2010.			
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 (02/17/2010); Martin & Chapman Co.			
Department Approval: Martin R. Cole (02/16/10)		City Attorney Approval: Carol Schwab (by H. Baker) (02/17/10)	
Chief Financial Officer Approval: Mark Scott (by M. Noller) (02/16/10)		City Manager Approval: Mark Scott (02/17/10)	
<u>RECOMMENDATION:</u> Staff recommends that 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 13, 2010. <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. It should be noted that Culver City is required by Federal Law 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.			

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DISCUSSION:

Culver City Municipal Code §3.07.070 allows for professional services contracts to be awarded without a formal bid process “based upon competitive quotations, *whenever practical*, as determined by the City Manager from not less than three (3) vendor contractors.” The City Manager’s Office has determined It is not practical 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 Co.

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.

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

FISCAL ANALYSIS:

Sufficient funds for election supplies and services were appropriated in the City Clerk’s Office Fiscal Year 09/10 adopted budget.

ATTACHMENTS:

None.

MOTION:

That the City Council:

1. Approve a professional services contract with Martin & Chapman Co. as the election services provider for the 2010 General Municipal Election at a cost not to exceed \$68,000.00; and,
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.