

City of Culver City, California
City Council Agenda Item Report

Meeting Date: 01/23/06		Item Number: <u>C-5</u>	
AGENDA ITEM: Authorize 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 11, 2006.			
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 (01/19/06); Martin & Chapman Co. (01/12/06)			
Department Approval: Christopher Armenta (01/12/06)		CAO Approval: Martin R. Cole for Jerry B. Fulwood (01/19/06)	
City Controller Approval: Marlee Chang (01/19/06)			

RECOMMENDATION:

Staff recommends that the City Council authorize a professional services agreement with Martin & Chapman Co., in an amount not to exceed \$49,000.00, to provide election services relating to the City's General Municipal Election on April 11, 2006.

BACKGROUND:

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.

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 Chief Administrative Officer from not less than three (3) vendor contractors." It is not possible to get quotations from three contractors, as there are only two companies in the state that perform these kinds of services. These companies are Martin & Chapman Co. and Sequoia Voting Systems.

City of Culver City, California
City Council Agenda Item Report

The City Clerk's Office has previously contracted with Martin & Chapman Co. for approximately 16 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 \$48,288.97.

Staff recommends the approval of a professional services agreement with Martin & Chapman Co. for election services in an amount not to exceed \$49,000.00.

FISCAL ANALYSIS:

Funds for election supplies and services were appropriated in the Fiscal Year 05/06 budget. The Elections budget is \$60,000.00.

It should be noted that costs for the April 2006 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. For the April 2006 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 Charter amendment (Measure V) on the April 2006 ballot will significantly increase the costs for printing the sample ballot. Measure V is 32 pages in length and must be included in the sample ballot.

The City Council was advised during the September 2005 meetings regarding the Charter revisions 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 Charter ballot measure or measures due to the length of the proposed Charter amendments. The increased expense of \$12,000 will be transferred internally to cover this additional cost in the City Clerk's budget.

City of Culver City, California
City Council Agenda Item Report

ATTACHMENTS:

None

MOTION:

That the City Council:

1. Authorize the City Clerk to retain Martin & Chapman Co. as the election services provider for the 2006 General Municipal Election at a cost not to exceed \$49,000.00;
2. Authorize the City Attorney to prepare a professional services agreement with Martin & Chapman Co. in an amount not to exceed \$49,000.00; and
3. Authorize the Chief Administrative Officer to execute the agreement on behalf of the City.