

Agenda Report

TO: CITY COUNCIL

JUNE 25, 2001

FROM: CITY CLERK

SUBJECT: CONTRACT AMENDMENT WITH MARTIN & CHAPMAN TO INCREASE THE AUTHORIZED CONTRACT AMOUNT AN ADDITIONAL \$37,948.18 FOR PROFESSIONAL ELECTION SERVICES AND SUPPLIES RENDERED IN FISCAL YEAR 2001

RECOMMENDATION:

It is recommended that the City Council authorize the City Clerk to enter into a contract amendment with Martin & Chapman Company to increase the total contract amount an additional \$37,948.18 (from \$315,838.00 to \$353,786.18) for professional election services and supplies rendered for the November 7, 2000 special municipal election, the March 6, 2001, primary consolidated municipal election, and the April 17, 2001, Pasadena Unified School District general election.

BACKGROUND:

On October 30, 2000, the City Council authorized the City Clerk to enter into a contract with Martin & Chapman Company (Contract No. 17,479) for specialized election-related services in an amount not to exceed \$315,838. These services included printing a bilingual supplemental voter pamphlet for Measure DD (School Accountability and Reform Plan) on the November 7, 2000 consolidated special municipal election ballot, as well as election-related services for the March 6, 2001 City and PUSD primary election, and the April 17, 2001 PUSD general election.

Contractor services included typesetting and printing of official ballots and sample ballot pamphlets, absentee voter supplies, delivery and pickup of precinct supplies, ballot tally software and equipment, etc.

June 25, 2001

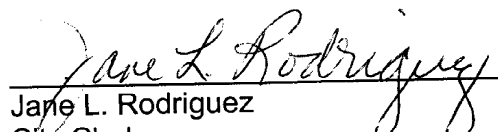
The increase in this contract amount is due to various factors: adding a third measure on the primary election ballot (contractor's October 2000 proposal was based on two initiative measures), printing the full text of the three measures instead of having the text available upon request, an increase in voter registration, leasing the contractor's software voter absentee program (the in-house absentee program would have required major modifications due to changes in the Registrar's data tape format), and an increase in the number of permanent absentee voters which required additional mail ballot supplies.

FISCAL IMPACT:

Funding for this contract is available in the approved FY 2001 Elections Budget. Cost increases in this contract were offset by savings due to a more efficient and streamlined absentee ballot process, personnel savings, and lower Registrar of Voter costs.

The Pasadena Unified School District (PUSD) consolidates the Board of Education election with our municipal elections, and PUSD reimburses the City its pro-rata share based on a formula established by the Registrar of Voter's Office. This increase in the contract amount (as well as savings in other line items) will be shared proportionately between the City and PUSD for the March primary election. The PUSD will be invoiced for the full cost of the April general election, as there were no City races or measures on this ballot.

Respectfully submitted,


Jane L. Rodriguez
City Clerk

Reviewed by:



Nicholas G. Rodriguez
Assistant City Attorney