

Agenda Report

April 27, 2015

TO: Honorable Mayor and City Council

FROM: City Clerk

SUBJECT: RETROACTIVE AMENDMENT TO CONTRACT NO. 22,028 WITH MARTIN & CHAPMAN COMPANY FOR PROFESSIONAL ELECTION SERVICES AND SUPPLIES TO INCREASE THE NOT-TO-EXCEED AMOUNT BY \$65,000 FROM \$445,000 TO \$510,000

RECOMMENDATION:

It is recommended that the City Council:

- (1) Find that the proposed action is exempt from the California Environmental Quality Act (CEQA) in accordance with Section 15061(b)(3), the General Rule that CEQA only applies to projects that may have an effect on the environment; and
- (2) Authorize the City Clerk to retroactively amend Contract No. 22,028 with Martin & Chapman Company for professional election services and supplies for the March 10, 2015 consolidated City of Pasadena and Pasadena Unified School District Primary Nominating Election, and the April 21, 2015, General Municipal Election to increase the not-to-exceed amount by \$65,000 from \$445,000 to \$510,000.

BACKGROUND:


On October 20, 2014, the City Council authorized the City Clerk to contract with Martin & Chapman Company for professional election services and supplies in support of the March 10, 2015 Primary Nominating Election and the April 21, 2015 General Municipal Election in an amount not-to-exceed \$445,000. As was noted at the time, a number of unknown factors could cause the actual election service costs to exceed original estimates, potentially necessitating an increase to the contract and/or a budget amendment.

Consistent with recent changes in procurement practices, postage paid for the mailing of voting materials was paid directly to Martin & Chapman Company as part of Contract No. 22,028, rather than through a check request to the vendor's 3rd party mailing house, which had been the prior practice. As a result of this change, as well as other factors impacting the overall cost for services, the total expenses under the contract will exceed the authorized not-to-exceed amount. Consequently, it is recommended that the City Council authorize the City Clerk to amend Contract No. 22,028 by increasing the not-to-exceed amount by \$65,000 from \$445,000 to \$510,000.

FISCAL IMPACT:

The total adopted Fiscal Year 2015 Elections Budget is \$753,600 (Account No. 101-263000). Sufficient funding exists in the adopted budget such that increasing the not-to-exceed amount of Contract No. 22,028 by \$65,000 does not change the overall elections budget and no additional appropriation of funds is necessary or requested as part of this action.

Respectfully submitted,



Mark Jomsky
City Clerk, CMC