

Agenda Report

TO: CITY COUNCIL

DATE: December 8, 1998

FROM: LEGISLATIVE POLICY COMMITTEE

SUBJECT: H.B. SANDFORD, INC., CONTRACT RENEWAL

RECOMMENDATION:

It is recommended that the City Council approve a six month contract renewal between the City of Pasadena and H.B. Sandford, Inc., for legislative advocacy from January through June 1999, and authorize the Mayor to execute an amendment to the contract without competitive bidding pursuant to Charter Section 1002 (F) (professional or unique services), and without competitive selection pursuant to Pasadena Municipal Code Section 4.09.060 (B)(4) (automatic exemption for legislative or lobbying services). A scope of services is attached for your information.

BACKGROUND:

H. B. (Pete) Sandford (doing business as H.B. Sandford, Inc.) has been the City's legislative advocate in Sacramento for over eighteen years. His contract with the City expires on December 31, 1998.

Mr. Sandford has been the City's liaison with State government and provides research, assistance in lobbying with State officials and the Governor, and timely information on relevant legislative issues.

The City's Affirmative Action in Contracting Ordinance automatically exempts legislative liaisons from the competitive selection process. Section 4.09.080 (B)(4), exempts "Contracts for legislative liaison and lobbying services. Such contracts

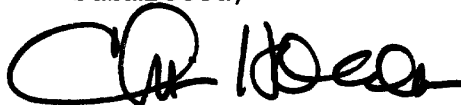
Page Two
Agenda Report
December 8, 1998

shall be exempt from the competitive selection process requirements of this Chapter and may be exempted in whole or in part from the other provisions of this Chapter." Mr. Sandford has executed all of the required affirmative action in contracting forms, and this transaction otherwise complies with the affirmative action in contracting ordinance.

FISCAL IMPACT:

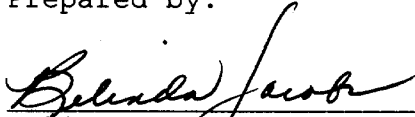
The six month contract extension would total \$14,466 (including the 2% increase approved for top management as of March 29, 1999) plus reimbursable expenses. Funds for this extension have been included in the FY 1999 City Council Operating Budget.

Submitted,



CHRIS HOLDEN, Chair
Legislative Policy Committee

Prepared by:



Belinda Jacobs,
Admin. Asst. to Council