



CITY OF SANTA BARBARA

COUNCIL AGENDA REPORT

AGENDA DATE: December 11, 2007

TO: Mayor and Councilmembers

FROM: City Clerk's Office, Administrative Services Department

SUBJECT: Increase To Purchase Order Issued To Donna M. Grindey For Election Consulting Services

RECOMMENDATION:

That Council authorize the General Services Manager to increase Purchase Order No. 22,459, issued to Donna M. Grindey, by \$10,500, for a total of \$65,500, for consulting support services performed during the stand-alone election process.

DISCUSSION:

On June 19, 2007, the City Council approved a contract with Donna M. Grindey for election consultant services in the amount of \$55,000. These services included providing direction on the day-to-day functions of the election, training the City Clerk's Office staff on the election process and other duties necessary to meet election requirements.

During the election process, it was necessary for staff to secure additional services from Ms. Grindey on the following tasks:

- Nomination process, which included voter registration discrepancies;
- Work Plan updates to align planned against actual functions;
- Monthly project management and status reports;
- Performing/overseeing the newly enacted legislative required manual tally;
- Additional work hours related to extended office hours, including weekend work; and
- Research requests related to signature verification process, voter information, and county processes.

REVIEWED BY: _____ Finance _____ Attorney _____ Name of Additional Department(s) That Need to Review CAR

Agenda Item No. _____

BUDGET/FINANCIAL INFORMATION:

There are sufficient funds in the elections budget to cover the cost of the additional services. The charts below summarize the expenditures incurred to date by category.

CATEGORY	PAID
Consulting – Donna Grindey	54,971.95
Office Supplies/ City “Vote” Pins	3,157.98
Voter Outreach/Legal Publications	16,816.39
Security Gate	1,921.19
Postage – Sample & Absentee Ballots	18,385.00
Elections night staff/volunteers dinner	425.00
Polling Place Rental	265.00
Precinct Worker Payroll	6,745.00
Spanish Translating	3,000.00
Hourly Employees	13,000.00
TOTAL	\$118,687.51

The chart below summarizes the anticipated outstanding expenditures by category.

CATEGORY	OUTSTANDING
Consulting – Martin & Chapman	132,000.00
Consulting – Donna Grindey	10,500.00
County of Santa Barbara	3,000.00
Precinct Worker Payroll	8,000.00
Miscellaneous Expenses	5,000.00
TOTAL	\$158,500.00
TOTAL PAID/OUTSTANDING	\$277,187.51

At approximately \$278,000 staff anticipates the total election costs to be under the \$300,000 budgeted for the November 6, 2007, election. There is sufficient funding in the 2007 Elections budget to cover the added consulting costs.

Council Agenda Report
Increase To Purchase Order Issued To Donna M. Grindey For Election Consulting
Services
December 11, 2007
Page 3

PREPARED BY: Cynthia M. Rodriguez, City Clerk Services Manager

SUBMITTED BY: Marcelo A. López, Administrative Services Director

APPROVED BY: City Administrator's Office