

City of Culver City, California
City Council Agenda Item Report

Meeting Date: 06/12/06		Item Number: <u>C-3</u>	
AGENDA ITEM: : Consideration of Award of Contracts For Enrichment Class Instructional Services with Various Contractors Not to Exceed \$187,469 to Provide Recreational Instruction Services from July 1, 2006 through June 30, 2007.			
Contact Person/Dept.: Marty Nicholson		Phone Number: (310) 253-6662	
Fiscal Impact: Yes ☒ No ☐		General Fund: Yes ☒ No ☐	
Public Hearing: ☐		Action Item: ☒ Attachments: ☐	
Public Notification: Parks and Recreation Commission 4/7/06, Contract Instructors 4/7/06, and Master Notification List 4/7/06.			
Department Approval: William La Pointe 05/31/2006		CAO Approval: <u>Martin R. Cole for Jerry B. Fulwood (06/07/06)</u>	
City Controller Approval: <u>Marlee Chang (06/07/06)</u>			
<u>RECOMMENDATION:</u> Staff recommends the City Council conditionally award contracts over \$10,000 to eight contract instructors not to exceed \$187,469 to provide enrichment class instruction services during July 1, 2006 through June 30, 2007 as outlined in Attachment 1. <u>BACKGROUND:</u> Each year the Parks, Recreation and Community Services Department, Recreation Division engages contract instructors with education and experience in specific areas of enrichment class instruction such as theatre, dance, sports and gymnastics. Contract Instructors offer a variety of instruction on a contract basis and provide necessary insurance naming the City as additionally insured. Payment to instructors for services is based upon a 70:30 percent split of the fees collected with the instructor receiving 70% and the City receiving 30%. Contracts with instructors under \$10,000 are approved administratively by the Chief Administrative Officer and do not need City Council approval. Contracts with instructors over \$10,000 require City Council approval. <u>DISCUSSION:</u> The Recreation Division processes contracts for contract instructors on an annual basis which coincides with the City's fiscal year. Enrichment class contract services			

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are sent for City Council consideration annually and contingent upon approval of the expenditures in the Enrichment Class Budget Account #10132500.619800. Staff is requesting that the City Council approve eight contracts that are above \$10,000; conditionally based upon City Council approval of the Fiscal Year 2006-07 Enrichment Class Budget Account #10132500.619800.

Contracts requiring Council approval are provided below:

#	Contractor's Name	Enrichment Class Provided	Amount of Contract
1	Beyond Preschool	Beyond Preschool in Spanish	\$43,680
2	Coast 2 Coast	Coast 2 Coast Soccer Camp	\$11,760
3	Dee-Lightful Product.	Musical Theatre Camp	\$39,918
4	Raquel Dominguez	Transition Time, Wee Ones, You & I	\$11,760
5	First Class Preschool	First Class Preschool	\$40,656
6	Mike Lanahan	Tennis	\$12,958
7	Susan Porter	Sing, Dance and Play	\$15,187
8	Poonam Sharma	Kids Time, Toddler Time & Tot Trans.	\$11,550
		TOTALS:	\$187,469

Contract instructors are well respected and participants have evaluated the instructional services extremely high. Classes offered provide a wide range of skills and lifelong learning opportunities for residents.

FISCAL ANALYSIS:

The funds to pay for the contract services are being recommended for City Council approval during the adoption of the City's 2006-07 Fiscal Year Budget on June 26, 2006. Revenues will be collected from the fees paid by the participants at the Recreation Registration Office. Contract instructors will receive 70% of the fees collected and the City will receive 30%. Attachment 1 provides a detail calculation of anticipated revenues from the eight contracts. The chart below summarizes the 70:30 percent amounts to be received by both the Contractors and the City.

CONTRACTOR	ESTIMATED REVENUES	CONTRACTOR SHARE 70%	CITY SHARE 30%
Beyond Preschool	\$62,400.00	\$43,680.00	\$18,720.00
Coast 2 Coast	\$16,800.00	\$11,760.00	\$5,040.00
Dee-Lightful Productions	\$57,025.00	\$39,918.00	\$17,107.00
Raquel Dominguez	\$16,800.00	\$11,760.00	\$5,040.00
First Class Pre-K	\$58,080.00	\$40,656.00	\$17,424.00

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Mike Lanahan	\$18,512.00	\$12,958.00	\$5,554.00
Susan Porter	\$21,696.00	\$15,187.00	\$6,509.00
Poonam Sharma	\$16,500.00	\$11,550.00	\$4,950.00
TOTALS:	\$267,813.00	\$187,469.00	\$80,344.00

If the eight contracts are approved conditionally based upon approval of the City's Fiscal Year 2006-07 Enrichment Class Budget Account #10132500.619800; it is estimated the City would receive \$80,344 in revenues.

ATTACHMENTS:

1. Contract Instructors over \$10,000 Projected Revenues and Expenditures

MOTION:

That the City Council:

1. Authorize the City Attorney to prepare professional services contracts for the Contract Instructors outlined in Attachment 1 in an amount not to exceed \$187,469 contingent upon the Enrichment Class Budget Account #10132500.619800 is approved by City Council on June 26, 2006; and
2. Authorize the Chief Administrative Officer to execute the contracts on behalf of the City.