

City of Culver City, California
City Council Agenda Item Report

Meeting Date: 07/02/07		Item Number: <u>A-6</u>	
AGENDA ITEM: : Award of Contracts For Enrichment Class Instructional Services with Various Contractors Not to Exceed \$348,572 to Provide Recreational Instruction Services from July 1, 2007 through June 30, 2008.			
Contact Person/Dept.: William LaPointe		Phone Number: (310) 253-6662	
Fiscal Impact: Yes ☒ No ☐		General Fund: Yes ☒ No ☐	
Public Hearing: ☐		Action Item: ☒ Attachments: ☒	
Public Notification: Parks and Recreation Commission (6/28/07); Contract Instructors (6/28/07); and Master Notification List (6/28/07).			
Department Approval: William La Pointe (06/05/07).		City Attorney Approval: Carol Schwab (by H. Iker) (06/18/07)	
City Controller Approval: Marlee Chang (06/27/07)		City Manager Approval: Jerry B. Fulwood (06/28/07)	
<u>RECOMMENDATION:</u> Staff recommends the City Council award contracts in the aggregate, not to exceed amount of \$348,572 to provide enrichment class instruction services for Fiscal Year 2007/2008 (July 1, 2007 through June 30, 2008) as outlined in Attachment 1. <u>BACKGROUND:</u> Each year the Parks, Recreation and Community Services Department, Recreation Division employs 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%. <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 are sent for City Council consideration annually and contingent upon approval of the expenditures in the Sports Programs Budget Account #10132400.619800 and the Enrichment Class Budget Account #10132500.619800.			

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Each year, a sampling of the enrichment classes is completed to assess customer satisfaction with the instructor and the content of the class. In general, participants rank both the instructors and the class content very highly. Classes offered provide a wide range of skills and lifelong learning opportunities for residents. Contract amounts include all participant supplies, teaching equipment, liability insurance and additional teaching contract staff. Attachment 2 provides a summary of actual and one month estimated payments to contract instructors for Fiscal Year 2006-07.

FISCAL ANALYSIS:

The funds to pay for the contract services are being recommended for City Council approval during the adoption of the City's 2007-08 Fiscal Year Budget. 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 chart of the Proposed Contract Instructor Revenues/Expenditures Fiscal Year 2007-08

ATTACHMENTS:

1. Proposed Contract Instructor Revenues/Expenditures Fiscal Year 2007-08

MOTION:

That the City Council:

1. Approve the contracts noted on Attachment 1 for enrichment class instructional services in a total amount not to exceed \$348,572.00; and
2. Authorize the City Attorney to prepare the necessary documents and authorize the City Manager to execute such documents on behalf of the City.