

City of Culver City, California
City Council Agenda Item Report

Meeting Date: 10/13/08		Item Number: <u>C-8</u>	
AGENDA ITEM: (1) Approval of an Amendment to the Existing Agreement with Avalon Tent & Party in the Amount of \$2,124.45 for Supplying the Tents for the 2008 Fiesta La Ballona, and (2) Authorization to Increase the Not-To-Exceed Amount Approved by City Council on July 14, 2008 from \$12,000 to \$18,000 for the 2009 Fiesta La Ballona.			
Contact Person/Dept.: Pam Robinson, Acting Recreation Manager		Phone Number: (310) 253-6632	
Fiscal Impact: Yes ☒ No ☐		General Fund: Yes ☒ No ☐	
Public Hearing: ☐		Action Item: ☐ Attachments: ☒	
Public Notification: Fiesta La Ballona Committee on 10/9/08, Master E-Mail Notification List on (10/08/08).			
Department Approval: William La Pointe (10/07/08)		City Attorney Approval: Carol Schwab (by H. Baker) (10/08/08)	
Chief Financial Officer Approval: Jeff Muir (by M. Noller) (10/08/08)		City Manager Approval: Jerry B. Fulwood (10/08/08)	
<u>RECOMMENDATION:</u> Staff recommends the City Council amend the existing agreement with Avalon Tent & Party in the amount of \$2,124.45 to cover the final cost of supplying tents for the 2008 Fiesta La Ballona and increase the not-to-exceed amount of \$12,000 to \$18,000 for the 2009 Fiesta La Ballona. <u>BACKGROUND:</u> On May 1, 2008 the City advertised for proposals for services associated with the production of the Fiesta La Ballona including the necessary tents and booths for the vendors. On July 14, 2008 City Council awarded a two-year agreement with Avalon Tent & Party in the amount of \$12,000 per year for a total amount not-to-exceed \$24,000 over the term of the two-years to supply the tents & booths for the 2008 and 2009 Fiesta La Ballona. (Attachment 1) The discussion section of the July 14th staff report points out that because the quantities could, and most likely will, change as the Fiesta draws closer, the recommendation is to award a contract in an amount higher than anticipated giving staff the flexibility to add additional equipment if necessary. <u>DISCUSSION:</u>			

City of Culver City, California
City Council Agenda Item Report

The 2008 Fiesta La Ballona was very successful. There were one-hundred and twenty-eight (128) booths as opposed to the one-hundred (100) anticipated which increased the cost but also increased the revenue. Also, the Fiesta Committee and staff felt that the Community Stage required a dance floor and a shade tent to protect the feet and heads of the performers. This in addition to a Health Department requirement for full back walls on the food tents increased the cost for tents above what was originally anticipated when the July 14th staff report was written. This additional cost however was more than recovered by the sale of the booths.

The Fiesta Committee feels that there will be more vendors next year, and that they would like to increase the size of the shade tent for the audience in front of the main stage. For that reason staff is requesting that the not-to-exceed allocation for Avalon Tent & Party in 2009 be increased to \$18,000 as opposed to the \$12,000 that Council approved on July 14, 2008.

FISCAL ANALYSIS:

All costs associated with the rental of the tents is covered by the fee that the vendors pay to rent a booth, and there are sufficient funds available in Business Unit 10132810, Fiesta La Ballona expenses, to cover the cost of the additional tents for the 2008 event.

Vendor applications have already been received for the 2009 event and staff anticipates that the number of booths sold will exceed the number sold this year. However, the revenue for the rental of the additional vendor booths will off-set the additional cost.

ATTACHMENTS:

1. July 14, 2008 City Council staff report.

MOTION:

That the City Council:

1. Approve an amendment to the existing agreement with Avalon Tent & Party in the amount of \$2,125 for supplying the tents for the 2008 Fiesta La Ballona; and,
2. Authorize an increase of the not-to-exceed amount approved by City Council on July 14, 2008 from \$12,000 to \$18,000; and,

City of Culver City, California
City Council Agenda Item Report

3. Authorize the City Attorney to review/prepare the necessary documents; and,
4. Authorize the City Manager to execute such documents on behalf of the City.