

City of Culver City, California
City Council Agenda Item Report

Meeting Date: 08/22/05		Item Number: <u>A-3</u>	
AGENDA ITEM: Consideration of Award of Contracts For Enrichment Class Instructional Services with Various Contractors Not to Exceed \$197,057 to Provide Recreational Instruction Services during September 1, 2005 through June 30, 2006.			
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 and Master Notification List 8/17/05			
Department Approval: William LaPointe 8/11/05		CAO Approval: Jerry Fulwood 8/17/05	
City Controller Approval: Marlee Chang 8/17/05			
<u>RECOMMENDATION:</u> Staff recommends that the City Council award contracts to 1st Class Preparatory, Barbara Lamb, Beyond Preschool in Spanish, Dolores Aguanno, Kick of Kindergarten and Raquel Dominguez not to exceed \$197,057 to provide enrichment class instruction services during September 1, 2005 through June 30, 2006. <u>BACKGROUND:</u> Each year the Parks, Recreation and Community Services Department, Recreation Division hires instructors with education and experience in specific areas of enrichment class instruction such as theatre, dance, sports and gymnastics. Contract Instructors work on a part time basis depending on the enrollment in the classes offered. 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%. Typically contracts with instructors are under \$10,000 and therefore are approved administratively by the Chief Administrative Officer and do not need City Council approval. <u>DISCUSSION:</u> Staff is requesting that the City Council approve six contracts that are above the \$10,000 limit so that enrichment class services can continue for Fiscal Year 2005-06.			

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FISCAL ANALYSIS:

The funds for the contract services have been appropriated during the adoption of the City's 2005-06 fiscal year budget. Revenues are collected from the fees paid by the participants. All contract instructions will receive 70% of the fees collected. Based upon anticipated revenues of \$281,510, the anticipated revenue to the City for the six contracts would be \$84,453.

The following is a breakdown of revenue collected, City share of funds and contract instructor share per contract:

Instructor	Revenue Collected	City Share 30%	Instructor Share 70%
1 ST Class Preparatory	\$72,000.00	\$21,600.00	\$50,400.00
Barbara Lamb	\$15,960.00	\$4,788.00	\$11,172.00
Beyond Preschool in Spanish	\$78,000.00	\$23,400.00	\$54,600.00
Dolores Aguanno	\$60,950.00	\$18,285.00	\$42,665.00
Kick of Kindergarten	\$38,400.00	\$11,520.00	\$26,880.00
Raquel Dominguez	\$16,200.00	\$4,860.00	\$11,340.00
TOTALS:	\$281,510.00	\$84,453.00	\$197,057.00

Approval of the enrichment class contracts will have no additional fiscal impact to the City's general fund as the revenues and expenditures were a part of the adopted budget.

ATTACHMENTS:

None

MOTION:

That the City Council:

1. Authorize the City Attorney to prepare professional services contracts with 1st Class Preparatory, Barbara Lamb, Beyond Preschool in Spanish, Camp Planet Janet, Dolores Aguanno, Kick of Kindergarten and Raquel Dominguez ; and
2. Authorize the Chief Administrative Officer to execute the contract on behalf of the City.