



City Council Report

915 I Street, 1st Floor

Sacramento, CA 95814

www.cityofsacramento.org

File #: 2016-01032

September 20, 2016

Consent Item 10

Title: Supplemental Agreement: Leisure Enrichment Agreement with Ashley Ramsey

Recommendation: Pass a Resolution authorizing the City Manager or City Manager's designee to execute Supplemental Agreement No. 1 to City Agreement No. 2014-0477 with Ashley Ramsey to increase the contract amount by \$55,000 for a total amount not to exceed \$135,000 for Leisure Enrichment - Tiny Tot Program services.

Location: District 1

Contact: Katherine Robbins, Administrative Officer, (916) 808-1562; Chris Conlin, Director of Parks and Recreation, (916) 808-8526, Department of Parks and Recreation

Presenter: None.

Department: Parks and Recreation

Attachments:

1-Description/Analysis

2-Contract

3-Resolution

Description/Analysis

Issue Detail: The contractor Ashley Ramsey has been providing Leisure Enrichment -Tiny Tot services since 2014 at the South Natomas Community Center. Leisure Enrichment instructors receive 70% of the registration fees collected by the City. The original agreement set the total compensation in the amount of \$80,000. Due to the high level of registrations, the amount owed increased by \$23,000.

The Supplement would increase the total consideration to over \$100,000, which requires City Council approval. In addition, services are to continue through the end of this calendar year, so additional funding is needed to cover the next class session in the amount of \$32,000.

Supplemental Agreement No. 1 in the amount of \$55,000 is necessary to pay for the services rendered and to cover the costs for continued services through 12/31/2016. Her preschool aged enrichment courses are offered Monday-Friday at the South Natomas Community Center and the program serves approximately 60 children each month, between the ages of 3 and 5.

For over 30 years the City of Sacramento has offered fee-for-service recreation programs through the Leisure Enrichment section. Leisure Enrichment is defined as a level of enhanced services that requires cost recovery. This is due to the following factors: services require special instruction, materials or equipment and/or high participant/leadership ratios. Users of the service can be reasonably expected to support the direct costs of this non-general funded program.

Policy Considerations: City Code requires that contract changes which would increase the contract amount over \$100,000 require Council approval.

Economic Impacts: Not Applicable

Environmental Considerations: Under the California Environmental Quality Act (CEQA) guidelines section 15378, continuing administrative activities do not constitute a project and are therefore exempt from review.

Sustainability: Not Applicable.

Commission/Committee Action: None

Rationale for Recommendation: This action requests authorization to increase the contract amount by \$55,000 to allow for payment for services previously rendered and for anticipated costs through the end of the contract term in December. The costs and services are based on payment of 70% of the registration fees per City Agreement No. 2014-0477.

These fee-for- services programs allow the City of Sacramento to continue to provide affordable high quality recreation programs. The Supplement to the contract will align the total consideration with projected registration fees based on higher than anticipated enrollments over the past six months.

Financial Considerations: The operation of the Tiny Tots program is fully covered by fees paid by participating families which are sufficient for paying the additional \$55,000 under Supplemental No.1 to City Agreement No. 2014-0477. No City funding is requested with this item because the costs are covered under this fee-for-service program. The Department of Parks and Recreation registers participants, collects the fee revenue and pays the contractor. The City retains 30% of revenues collected to offset administrative and operational costs and the contractor receives 70% of the registration fees collected.

Local Business Enterprise (LBE): Not applicable because instructors are individuals and their contracts are renewed based on the level of interest in their classes through the registration

Real Estate Other Party Signature Needed Recording Requested

General Information

Contract Type: Non Professional
PO Type: NPS
\$ Not to Exceed: 135,000
Other Party: Ashley Ramsey
Project Name: Tint Tots Program
Project Number:
Bid Transaction #:

Attachment #: 1
Original Doc #: 2014-0477
Certified Copies of Document:
Deed:
Tax ID # (if applicable):
Preferences:
LBE [] SBE [] DBE [] MWBE []

Department Information

Department: Parks and Recreation
Project Manager: Carly Ruggiero
Contract Services: Katherine Robbins
Phone Number: (916) 808-1562
Date:
Comment: Amendment of \$55,000 to original \$80,000 agreement
Division: Community Recreation
Supervisor: Jill Nunes
Division Manager: Jill Nunes
Org Number:

Review and Signature Routing

Table with 3 columns: Department, Signature or Initial, Date. Rows include Project Manager, Operation Manager, Contract Services, Supervisor, and Division Manager with handwritten signatures and dates.

City Attorney Signature or Initial Date
City Attorney: [Signature] 9/2/16

[] Send Interoffice Mail [x] Notify for Pick Up Katherine x1562

Authorization Signature or Initial Date
Department Director:
City Manager: Y [x] N []

Contract Cover/Routing Form: Must accompany ALL Contracts; however, it is not part of the contract.

(Sticker)

For City Clerk Processing
Finalized:
Initial:
Date:
Imaged:
Initial:
Date:
Received:
(City Clerk Stamp Here)

CONTRACT SUPPLEMENT (Nonprofessional Services)

Project Title and Job Number: Leisure Enrichment – Tiny Tot Program

Date: 8/23/2016

Purchase Order #:

Contract Supplement No.: 1

The City of Sacramento ("City") and Ashley Ramsey ("Contractor"), as parties to that certain Nonprofessional Services Agreement designated as Agreement Number 2014-0477, including any prior contract supplements modifying the agreement (the agreement and contract supplements are hereafter collectively referred to as the "Agreement"), hereby supplement and modify the Agreement as follows:

- The scope of Services specified in Exhibit A of the Agreement is amended as follows:

The scope of work remains unchanged.

- In consideration of the additional and/or revised services described in section 1, above, the maximum not-to-exceed amount that is specified in Exhibit B of the Agreement for payment of Contractor's fees and expenses, is increased by \$55,000.00, and the Agreement's maximum not-to-exceed amount is amended as follows:

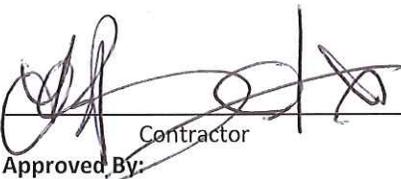
Agreement's original not-to-exceed amount:	\$80,000.00
Net change by previous contract supplements:	.00
Not-to-exceed amount prior to this contract supplement:	\$80,000.00
Increase by this contract supplement:	\$55,000.00
New not-to exceed amount including all contract supplements:	\$135,000.00

- Contractor agrees that the amount of increase or decrease in the not-to-exceed amount specified in section 2, above, shall constitute full compensation for the additional and/or revised services specified in section 1, above, and shall fully compensate Contractor for any and all direct and indirect costs that may be incurred by Contractor in connection with such additional and/or revised services, including costs associated with any changes and/or delays in work schedules or in the performance of other services or work by Contractor.
- Contractor warrants and represents that the person or persons executing this contract supplement on behalf of Contractor has or have been duly authorized by Contractor to sign this contract supplement and bind Contractor to the terms hereof.
- Except as specifically revised herein, all terms and conditions of the Agreement shall remain in full force and effect, and Contractor shall perform all of the services, duties, obligations, and conditions required under the Agreement, as supplemented and modified by this contract supplement.

Approval Recommended By:


Project Manager

Approved By:


Contractor

Approved As To Form By:


City Attorney

Attested To By:

City of Sacramento

City Clerk

RESOLUTION NO.

Adopted by the Sacramento City Council

September 20, 2016

APPROVING CONTRACT SUPPLEMENT NO. 1 WITH ASHLEY RAMSEY FOR LEISURE ENRICHMENT – TINY TOT SERVICES

BACKGROUND

- A. Ashley Ramsey (contractor) provides the Tiny Tot Program at the South Natomas Community Center for the Leisure Enrichment program and is paid 70% of the registration fees. Due to higher than anticipated enrollments, an additional \$23,000 is owed for services rendered.
- B. Because the contractor is to continue providing services for the Tiny Tot program through the end of December, an additional \$32,000 is needed, increasing the total consideration by \$55,000 for a not to exceed amount of \$135,000.

BASED ON THE FACTS SET FORTH IN THE BACKGROUND, THE CITY COUNCIL RESOLVES AS FOLLOWS:

- Section 1. Supplement No, 1 to City Agreement No. 2014-0477, attached as Exhibit A, to increase the total consideration by \$55,000, for a total amount not to exceed \$135,000, is hereby approved.
- Section 2. The City Manager, or his designee, is authorized to execute a Supplemental Agreement No. 1 to City Agreement No. 2014-0477 with Ashley Ramsey for Tiny Tot program services.
- Section 3. Exhibit A is part of this resolution.