



REPORT TO COUNCIL 3

City of Sacramento

915 I Street, Sacramento, CA 95814-2604
www. CityofSacramento.org

CONSENT
July 24, 2007

**Honorable Mayor and
Members of the City Council**

Title: Agreement: Rachael S. Hinrichsen - Tiny Tots Program for Leisure Enrichment Services

Location/Council District: Council District 4

Recommendation: Adopt a **Resolution**, authorizing the City Manager to execute a professional services agreement with Rachael S. Hinrichsen to provide Tiny Tot programming for an amount not to exceed \$180,000.

Contact: Janet Baker, Operations Manager, 808-8234; Alan Tomiyama, Division Manager, 808-8958

Presenters: None

Department: Parks and Recreation

Division: Community Recreation Services

Organization No: 4751

Description/Analysis

Issue: This report requests authorization to enter into a new professional services agreement with Rachael S. Hinrichsen, who currently provides Tiny Tot programming at William Land Park. This fee-for-service program provides the community with recreation for children between the ages of three and five, for three days per week, three hours per day; or two days per week, three hours per day from September through May.

Policy Considerations: This report is consistent with Recreation Services Policy in the Council adopted *Parks and Recreation Master Plan 2005-2010*. This report is also consistent with the City Council's strategic plan to achieve sustainability and livability.

Environmental Considerations: This report concerns administrative activities that will not have any significant effect on the environment and that do not constitute a "project," as defined by the California Environmental Quality Act (CEQA) [CEQA Guidelines Sections 15061(b)(3); 15378(b)(2)].

Commission/Committee Action: Not applicable.

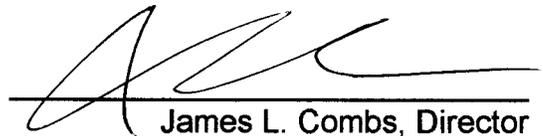
Rationale for Recommendation: Approval will allow the consultant to provide children between the ages of three and five with recreational activities through the City's Leisure Enrichment Program.

Financial Considerations: No funding is requested with this item. Tiny Tots is a fee-for-service program. The Department of Parks and Recreation houses, promotes, registers participants, collects the fee revenue and pays the consultant. The gross revenue collected by the City over the thirty-six month term of the agreement is projected to be \$257,142. The consultant will receive up to \$180,000 for services rendered. As contained in the agreement, the City will retain 30% of revenues collected, which is \$77,142 to offset administrative and operational costs. Revenues associated with this activity are deposited into the Special Recreation Fund (Fund 571).

This agreement is available for review at the City Clerk's office.

Emerging Small Business Development (ESBD): The provider for this contract, Rachael S. Hinrichsen, has chosen not to be certified by the City's Emerging Small Business Development Office.

Approved by: _____


James L. Combs, Director
Department of Parks and Recreation

Recommendation Approved:


Ray Kerridge
City Manager

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Attachment 1

Background

For over 20 years, the City of Sacramento has offered a fee-for-service Tiny Tot program through the Recreation Division's Leisure Enrichment program. Leisure Enrichment leverages General Fund programming by offering fee-for-service and is defined as a level of enhanced services that requires cost recovery. This is due to the following factors: services require specialized 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.

Tiny Tots is one of these specialty programs. Ms. Hinrichsen's Tiny Tots program is offered at William Land Park for three days per week, three hours per day; or two days per week, three hours per day to children between the ages of three and five. A typical day includes activities such as indoor and outdoor games, arts, crafts, music and story telling.

RESOLUTION NO.

Adopted by the Sacramento City Council

July 24, 2007

AUTHORIZING THE CITY MANAGER TO EXECUTE A PROFESSIONAL SERVICES AGREEMENT WITH RACHAEL S. HINRICHSEN TO PROVIDE TINY TOTS PROGRAMMING.

BACKGROUND

- A. The City of Sacramento's Department of Parks and Recreation offers a fee-for-service Tiny Tot program through the Recreation Division's Leisure Enrichment program. Leisure Enrichment leverages General Fund resources by offering fee-for-service programming, and is defined as a level of enhanced services that requires cost recovery.
- B. Rachael S. Hinrichsen's Tiny Tots program is offered at William Land Park for three days per week, three hours per day; or two days per week, three hours per day, for children between the ages of three and five, from September through May.

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

- Section 1. The City Manager is authorized to enter into a professional services agreement with Rachael S. Hinrichsen to provide Tiny Tot programming for an amount not to exceed \$180,000.