TO: HONORABLE CITY COUNCIL
FROM: CITY MANAGER           DEPARTMENT: COMMUNITY SERVICES
DATE: APRIL 12, 2004                          CMR: 185:04
SUBJECT: APPROVAL OF A CONTRACT WITH SKYHAWKS SPORTS ACADEMY FOR RECREATION YOUTH SPORTS CONTRACT CAMPS

RECOMMENDATION
Staff recommends that Council approve and authorize the Mayor to execute the attached agreement with Skyhawks Sports Academy, Inc. in the amount of $100,000 for FY ’04-’05, to provide revenue-producing youth sports camps on a contract basis, and to authorize the City Manager to renew the contract for up to two additional one-year terms in the amount of $100,000 per year.

BACKGROUND
The Recreation Division utilizes many contractors who provide a variety of services and programs for the community. Fees for these programs are reviewed and approved by the City Council during each year’s budget process. Should registration for any of these activities fall short of the minimum required enrollment, the activity is canceled. Any fee collected for a cancelled activity is returned to registrants, with no payment to the contractor. A processing fee is collected for cancelled registrations.

DISCUSSION
Skyhawks Sports Academy provides and compensates instructors for a variety of sports camps conducted primarily during the summer months of June, July and August. Skyhawks has provided sports camps on behalf of the City for approximately 10 years. Customer evaluations have consistently rated Skyhawks instructors and service from good to excellent. Program participants in the Skyhawks Sports Camps have exceeded 1,000 per year.

To ensure quality service and competitive pricing for the summer of 2004, staff initiated a request for proposals in November of 2003. Firms were given 21 days to respond to the request. Staff also directly contacted other vendors and encouraged them to respond. Skyhawks was the only vendor to respond. No other vendor was able to offer as wide a variety of camps with as much frequency as Skyhawks.
A vendor selection committee consisting of staff from the Community Services and Administrative Services Departments reviewed the proposal and determined it was appropriate to award the contract to Skyhawks.

**ALTERNATIVES TO STAFF RECOMMENDATION**
The only viable alternative is to conduct the program with City staff. This would require an undetermined amount of salary and supply dollars to be added to the budget. This option would not be as cost effective as a contractual arrangement for services such as those from Skyhawks.

**FISCAL IMPACT**
The contract will be in an amount not to exceed $100,000 per year. Funding for this contract is included in the FY ’04-‘05 Budget. Funding for the second and third years of the contract would be included in the proposed budgets. Staff estimates that Skyhawks annually generates $140,000 in revenue. Cost recovery is approximately 130 percent.

**POLICY IMPLICATIONS**
This report does not represent any change to existing City policies.

**TIMELINE**
If approved, the contract would be implemented July 1, 2004 and continue in effect through June 30, 2007 should the City manager approve the contract for two additional one-year terms.

**ENVIRONMENTAL REVIEW**
Approval of the attached contract is not subject to the California Environmental Quality Act (CEQA) under Section 15061(b)(3) of the CEQA Guidelines.

**ATTACHMENTS**
Attachment A: Contract with Skyhawks Sports Academy

PREPARED BY: ____________________________________________
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DEPARTMENT HEAD: _______________________________________
RICHARD JAMES
Community Services Director

CITY MANAGER APPROVAL: ________________________________
EMILY HARRISON