FOR COUNCIL MEETING
SEPTEMBER 23, 2008

Honorable Mayor and Members
of the City Council
Torrance City Hall
Torrance, California

Members of the City Council:

**SUBJECT:** COMMUNITY SERVICES - Approval of an agreement for youth theatre productions, youth theatre camps, and youth theatre classes

**Expenditure: $111,774.40**

## RECOMMENDATION

Recommendation of the Community Services Director that City Council approve a one year contract service agreement with StarLight Productions for a not to exceed amount of $111,774.40 to provide youth theatre classes, camps and theatre productions.

## FUNDING

Funds are available in the Parks and Recreation Enterprise Fund.

## BACKGROUND

Artistic Director of StarLight Productions, Nancy Freytes-Gomez, has worked as the director of the City's youth productions for the last 9 years. Mrs. Gomez's involvement has been beneficial to the Department, as she has directed 17 full-scale productions at the James Armstrong Theatre featuring children ages 5 to 18. She has established a great reputation with her program's participants and their parents, and has continually raised the quality of the program with her consistent professionalism and dedication. Mrs. Gomez's attention to detail and passion for arts education makes her a great asset to the City.

## ANALYSIS

This contract will cover classes for the 2008-09 fiscal year's fall, winter and spring sessions, and the 2009-10 summer session and establish criteria for three youth productions (Titles and dates to be announced) in the Armstrong and Nakano Theatres.

The maximum projected revenue for classes and productions is $147,400.00. Of this sum, the contractor would receive a not to exceed amount of $111,774.40. The City would receive $35,625.60, of which $2,008.00 would go to registration; $29,040.00 would go to General Services for space rental and theater labor costs and $4,577.60 to Community Services. A program budget is attached for your reference.

Respectfully Submitted,

COMMUNITY SERVICES DIRECTOR
JOHN JONES

By_____
Eve Rappoport
Cultural Services Manager

CONCUR:

_____
John Jones
Community Services Director

_____
LeRoy J. Jackson
City Manager

Attachments: A. Contract with StarLight Productions
B. Program Budget

# CONTRACT SERVICES AGREEMENT

This CONTRACT SERVICES AGREEMENT ("Agreement") is made and entered into as of 9/23/2008 (the "Effective Date"), by and between the CITY OF TORRANCE, a municipal corporation ("CITY"), and StarLight Productions, a Non Profit Organization ("CONTRACTOR").

**RECITALS:**

A. CITY wishes to retain the services of an experienced and qualified CONTRACTOR to instruct youth classes in drama, dance and vocal training for the stage, conduct youth theater camps and produce and direct three youth musical productions.

B. CONTRACTOR represents that it is qualified to perform those services.

**AGREEMENT:**

**1. SERVICES TO BE PERFORMED BY CONTRACTOR**

CONTRACTOR will provide the services listed in the Scope of Services attached as Exhibit A. CONTRACTOR warrants that all work and services set forth in the Scope of Services will be performed in a competent, professional and satisfactory manner.

**2. TERM**

Unless earlier terminated in accordance with Paragraph 4 below, this Agreement will continue in full force and effect from the Effective Date through September 15, 2009.

**3. COMPENSATION**

A. CONTRACTOR's Fee.

For services rendered pursuant to this Agreement, CONTRACTOR will be paid in accordance with the Compensation Schedule attached as Exhibit B, provided, however, that in no event will the total amount of money paid the CONTRACTOR, for services initially contemplated by this Agreement, exceed the sum of $111,774.40 ("Agreement Sum"), unless otherwise first approved in writing by CITY.

B. Schedule of Payment.

Provided that the CONTRACTOR is not in default under the terms of this Agreement, upon presentation of an invoice, CONTRACTOR will be paid the fees described in Paragraph 3.A. above, according to the Compensation Schedule. Payment will be due within 30 days after the date of the invoice.

**4. TERMINATION OF AGREEMENT**

A. Termination by CITY for Convenience.

1. CITY may, at any time, terminate the Agreement for CITY's convenience and without cause.

2. Upon receipt of written notice from CITY of such termination for CITY's convenience, CONTRACTOR will:

   a. cease operations as directed by CITY in the notice;
   b. take actions necessary, or that CITY may direct, for the protection and preservation of the work; and
   c. except for work directed to be performed prior to the effective date of termination stated in the notice, terminate all existing subcontracts and purchase orders and enter into no further subcontracts and purchase orders.

3. In case of such termination for CITY's convenience, CONTRACTOR will be entitled to receive payment for work executed; and costs incurred by reason of such termination, along with reasonable overhead and profit on the work not executed.

B. Termination for Cause.

1. If either party fails to perform any term, covenant or condition in this Agreement and that failure continues for 15 calendar days after the nondefaulting party gives the defaulting party written notice of the failure to perform, this Agreement may be terminated for cause; provided, however, that if during the notice period the defaulting party has promptly commenced and continues diligent efforts to remedy the default, the defaulting party will have such additional time as is reasonably necessary to remedy the default.

2. In the event this Agreement is terminated for cause by the default of the CONTRACTOR, the CITY may, at the expense of the CONTRACTOR and its surety, complete this Agreement or cause it to be completed. Any check or bond delivered to the CITY in connection with this Agreement, and the money payable thereon, will be forfeited to and remain the property of the CITY. All moneys

due the CONTRACTOR under the terms of this Agreement will be retained by the CITY, but the retention will not release the CONTRACTOR and its surety from liability for the default. Under these circumstances, however, the CONTRACTOR and its surety will be credited with the amount of money retained, toward any amount by which the cost of completion exceeds the Agreement Sum and any amount authorized for extra services.

3. Termination for cause will not affect or terminate any of the rights of the CITY as against the CONTRACTOR or its surety then existing, or which may thereafter accrue because of the default; this provision is in addition to all other rights and remedies available to the CITY under law.

C. Termination for Breach of Law.

In the event the CONTRACTOR or any of its officers, directors, shareholders, employees, agents, subsidiaries or affiliates is convicted (i) of a criminal offense as an incident to obtaining or attempting to obtain a public or private contract or subcontract, or in the performance of a contract or subcontract; (ii) under state or federal statutes of embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, or any other offense indicating a lack of business integrity or business honesty which currently, seriously, and directly affects responsibility as a public consultant or contractor; (iii) under state or federal antitrust statutes arising out of the submission of bids or proposals; or (iv) of violation of Paragraph 19 of this Agreement; or for any other cause the CITY determines to be so serious and compelling as to affect CONTRACTOR's responsibility as a public consultant or contractor, including but not limited to, debarment by another governmental agency, then the CITY reserves the unilateral right to terminate this Agreement or to impose such other sanctions (which may include financial sanctions, temporary suspensions or any other condition deemed appropriate short of termination) as it deems proper. The CITY will not take action until CONTRACTOR has been given notice and an opportunity to present evidence in mitigation.

**5. <u>FORCE MAJEURE</u>**

If any party fails to perform its obligations because of strikes, lockouts, labor disputes, embargoes, acts of God, inability to obtain labor or materials or reasonable substitutes for labor or materials, governmental restrictions, governmental regulations, governmental control, judicial orders, enemy or hostile governmental action, civil commotion, fire or other casualty, or other causes beyond the reasonable control of the party obligated to perform, then that party's performance shall be excused for a period equal to the period of such cause for failure to perform.

**6. <u>RETENTION OF FUNDS</u>**

CONTRACTOR authorizes CITY to deduct from any amount payable to CONTRACTOR (whether or not arising out of this Agreement) any amounts the payment of which may be in dispute or that are necessary to compensate CITY for any losses, costs, liabilities, or damages suffered by CITY, and all amounts for which CITY may be liable to third parties, by reason of CONTRACTOR's acts or omissions in performing or failing to perform CONTRACTOR's obligations under this Agreement. In the event that any claim is made by a third party, the amount or validity of which is disputed by CONTRACTOR, or any indebtedness exists that appears to be the basis for a claim of lien, CITY may withhold from any payment due, without liability for interest because of the withholding, an amount sufficient to cover the claim. The failure of CITY to exercise the right to deduct or to withhold will not, however, affect the obligations of CONTRACTOR to insure, indemnify, and protect CITY as elsewhere provided in this Agreement.

**7. CITY REPRESENTATIVE**

Eve Rappoport is designated as the "City Representative," authorized to act in its behalf with respect to the work and services specified in this Agreement and to make all decisions in connection with this Agreement. Whenever approval, directions, or other actions are required by CITY under this Agreement, those actions will be taken by the City Representative, unless otherwise stated. The City Manager has the right to designate another City Representative at any time, by providing notice to CONTRACTOR.

**8. CONTRACTOR REPRESENTATIVE(S)**

The following principal(s) of CONTRACTOR are designated as being the principal(s) and representative(s) of CONTRACTOR authorized to act in its behalf with respect to the work specified in this Agreement and make all decisions in connection with this Agreement:

Nancy Freytes-Gomez

**9. INDEPENDENT CONTRACTOR**

The CONTRACTOR is, and at all times will remain as to CITY, a wholly independent contractor. Neither CITY nor any of its agents will have control over the conduct of the CONTRACTOR or any of the CONTRACTOR's employees, except as otherwise set forth in this Agreement. The CONTRACTOR may not, at any time or in any manner, represent that it or any of its agents or employees are in any manner agents or employees of CITY.

**10. BUSINESS LICENSE**

The CONTRACTOR must obtain a City business license prior to the start of work under this Agreement, unless CONTRACTOR is qualified for an exemption.

**11. OTHER LICENSES AND PERMITS**

CONTRACTOR warrants that it has all professional, contracting and other permits and licenses required to undertake the work contemplated by this Agreement.

**12. FAMILIARITY WITH WORK**

By executing this Agreement, CONTRACTOR warrants that CONTRACTOR (a) has thoroughly investigated and considered the scope of services to be performed, (b) has carefully considered how the services should be performed, and (c) fully understands the facilities, difficulties and restrictions attending performance of the services under this Agreement. If the services involve work upon any site, CONTRACTOR warrants that CONTRACTOR has or will investigate the site and is or will be fully acquainted with the conditions there existing, prior to commencement of services set forth in this Agreement. Should CONTRACTOR discover any latent or unknown conditions that will materially affect the performance of the services set forth in this Agreement, CONTRACTOR must immediately inform CITY of that fact and may not proceed except at CONTRACTOR's risk until written instructions are received from CITY.

**13. CARE OF WORK**

CONTRACTOR must adopt reasonable methods during the term of the Agreement to furnish continuous protection to the work, and the equipment, materials, papers, documents, plans, studies and other components to prevent losses or damages, and will be responsible for all damages, to persons or property, until acceptance of the work by CITY, except those losses or damages as may be caused by CITY's own negligence.

**14. CONTRACTOR'S ACCOUNTING RECORDS; OTHER PROJECT RECORDS**

Records of the CONTRACTOR's time pertaining to the project, and records of accounts between CITY and the CONTRACTOR, will be kept on a generally recognized accounting basis. CONTRACTOR will also maintain all other records, including without limitation specifications, drawings, progress reports and the like, relating to the project. All records will be available to CITY during normal working hours. CONTRACTOR will maintain these records for three years after final payment.

**15. INDEMNIFICATION**

CONTRACTOR will indemnify, defend, and hold harmless CITY, the City Council, each member thereof, present and future, its officers, agents and employees from and against any and all liability, expenses, including defense costs and legal fees, and claims for damages whatsoever, including, but not limited to, those arising from breach of contract, bodily injury, death, personal injury, property damage, loss of use, or property loss however the same may be

caused and regardless of the responsibility for negligence. The obligation to indemnify, defend and hold harmless includes, but is not limited to, any liability or expense, including defense costs and legal fees, arising from the negligent acts or omissions, or willful misconduct of CONTRACTOR, its officers, employees, agents, subcontractors or vendors. It is further agreed, CONTRACTOR's obligations to indemnify, defend and hold harmless will apply even in the event of concurrent negligence on the part of CITY, the City Council, each member thereof, present and future, or its officers, agents and employees, except for liability resulting solely from the negligence or willful misconduct of CITY, its officers, employees or agents. Payment by CITY is not a condition precedent to enforcement of this indemnity. In the event of any dispute between CONTRACTOR and CITY, as to whether liability arises from the sole negligence of the CITY or its officers, employees, agents, subcontractors or vendors, CONTRACTOR will be obligated to pay for CITY's defense until such time as a final judgment has been entered adjudicating the CITY as solely negligent. CONTRACTOR will not be entitled in the event of such a determination to any reimbursement of defense costs including but not limited to attorney's fees, expert fees and costs of litigation.

**16. NON-LIABILITY OF CITY OFFICERS AND EMPLOYEES**

No officer or employee of CITY will be personally liable to CONTRACTOR, in the event of any default or breach by the CITY or for any amount that may become due to CONTRACTOR.

**17. INSURANCE**

A. CONTRACTOR and its subcontractors must maintain at its sole expense the following insurance, which will be full coverage not subject to self insurance provisions:

1. Automobile Liability, including owned, non-owned and hired vehicles, with at least the following limits of liability:

   a. Primary Bodily Injury with limits of at least $500,000 per person, $500,000 per occurrence; and

   b. Primary Property Damage of at least $250,000 per occurrence; or

   c. Combined single limits of $1,000,000 per occurrence.

2. General Liability including coverage for premises, products and completed operations, independent contractors/vendors, personal injury and contractual obligations with combined single limits of coverage of at least $1,000,000 per occurrence.

3. Workers' Compensation with limits as required by the State of California and Employer's Liability with limits of at least $1,000,000.

B. The insurance provided by CONTRACTOR will be primary and non-contributory.

C. CITY, the City Council and each member thereof, members of boards and commissions, every officer, agent, official, employee and volunteer must be named as additional insured under the automobile and general liability policies.

D. CONTRACTOR must provide certificates of insurance and/or endorsements indicating appropriate coverage, to the City Clerk of the City of Torrance before the commencement of work.

E. Each insurance policy required by this Paragraph must contain a provision that no termination, cancellation or change of coverage can be made without thirty days notice to CITY.

**18. SUFFICIENCY OF INSURERS**

Insurance required by this Agreement will be satisfactory only if issued by companies admitted to do business in California, rated "B+" or better in the most recent edition of Best's Key Rating Guide, and only if they are of a financial category Class VII or better, unless these requirements are waived by the Risk Manager of CITY ("Risk Manager") due to unique circumstances. In the event the Risk Manager determines that the work or services to be performed under this Agreement creates an increased or decreased risk of loss to CITY, the CONTRACTOR agrees that the minimum limits of any insurance policies or performance bonds required by this Agreement may be changed accordingly upon receipt of written notice from the Risk Manager; provided that CONTRACTOR will have the right to appeal a determination of increased coverage by the Risk Manager to the City Council of CITY within 10 days of receipt of notice from the Risk Manager.

**19. CONFLICT OF INTEREST**

A. No officer or employee of the CITY may have any financial interest, direct or indirect, in this Agreement, nor may any officer or employee participate in any decision relating to the Agreement that effects the officer or employee's financial interest or the financial interest of any corporation, partnership or association in which the officer or employee is, directly or indirectly interested, in violation of any law, rule or regulation.

B. No person may offer, give, or agree to give any officer or employee or former officer or employee, nor may any officer or employee solicit, demand, accept, or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparation or any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing, or in any other advisory capacity in any way pertaining to any

program requirement, contract or subcontract, or to any solicitation or proposal.

**20. NOTICE**

A. All notices, requests, demands, or other communications under this Agreement will be in writing. Notice will be sufficiently given for all purposes as follows:

1. Personal delivery. When personally delivered to the recipient: notice is effective on delivery.

2. First Class mail. When mailed first class to the last address of the recipient known to the party giving notice: notice is effective three mail delivery days after deposit in an United States Postal Service office or mailbox.

3. Certified mail. When mailed certified mail, return receipt requested: notice is effective on receipt, if delivery is confirmed by a return receipt.

4. Overnight delivery. When delivered by an overnight delivery service, charges prepaid or charged to the sender's account: notice is effective on delivery, if delivery is confirmed by the delivery service.

5. Facsimile transmission. When sent by fax to the last fax number of the recipient known to the party giving notice: notice is effective on receipt. Any notice given by fax will be deemed received on the next business day if it is received after 5:00 p.m. (recipient's time) or on a non-business day.

6. Addresses for purpose of giving notice are as follows:

| | |
|---|---|
| CONTRACTOR | StarLight Productions<br>Nancy Freytes-Gomez<br>16300 Crenshaw Blvd Suite 202<br>Torrance, CA 90504<br>Fax: |
| CITY: | City Clerk<br>City of Torrance<br>3031 Torrance Boulevard<br>Torrance, CA 90509-2970<br>Fax: (310) 618-2931 |

B. Any correctly addressed notice that is refused, unclaimed, or undeliverable because of an act or omission of the party to be notified, will be deemed effective as of the first date the notice was refused, unclaimed or deemed undeliverable by the postal authorities, messenger or overnight delivery service.

C. Either party may change its address or fax number by giving the other party notice of the change in any manner permitted by this Agreement.

**21. PROHIBITION AGAINST ASSIGNMENT AND SUBCONTRACTING**

This Agreement and all exhibits are binding on the heirs, successors, and assigns of the parties. The Agreement may not be assigned or subcontracted by either CITY or CONTRACTOR without the prior written consent of the other.

**22. INTEGRATION; AMENDMENT**

This Agreement represents the entire understanding of CITY and CONTRACTOR as to those matters contained in it. No prior oral or written understanding will be of any force or effect with respect to the terms of this Agreement. The Agreement may not be modified or altered except in writing signed by both parties.

**23. INTERPRETATION**

The terms of this Agreement should be construed in accordance with the meaning of the language used and should not be construed for or against either party by reason of the authorship of this Agreement or any other rule of construction that might otherwise apply.

**24. SEVERABILITY**

If any part of this Agreement is found to be in conflict with applicable laws, that part will be inoperative, null and void insofar as it is in conflict with any applicable laws, but the remainder of the Agreement will remain in full force and effect.

**25. TIME OF ESSENCE**

Time is of the essence in the performance of this Agreement.

**26. GOVERNING LAW; JURISDICTION**

This Agreement will be administered and interpreted under the laws of the State of California. Jurisdiction of any litigation arising from the Agreement will be in Los Angeles County, California.

**27. COMPLIANCE WITH STATUTES AND REGULATIONS**

CONTRACTOR will be knowledgeable of and will comply with all applicable federal, state, county and city statutes, rules, regulations, ordinances and orders.

**28. WAIVER OF BREACH**

No delay or omission in the exercise of any right or remedy by a nondefaulting party on any default will impair the right or remedy or be construed as a waiver. A party's consent or approval of any act by the other party requiring the party's consent or approval will not be deemed to waive or render unnecessary the other party's consent to or approval of any subsequent act. Any waiver by either party of any default must be in writing and will not be a waiver of any other default concerning the same or any other provision of this Agreement.

**29. ATTORNEY'S FEES**

Except as provided for in Paragraph 15, in any dispute, litigation, arbitration, or other proceeding by which one party either seeks to enforce its rights under this Agreement (whether in contract, tort or both) or seeks a declaration of any rights or obligations under this Agreement, the prevailing party will be awarded reasonable attorney's fees, together with any costs and expenses, to resolve the dispute and to enforce any judgment.

**30. YOUTH SENSITIVE SAFETY CLAUSE**

CONTRACTOR, along with any employees or agents that provide any services enumerated in this Agreement, is required to be fingerprinted at the Torrance Police Department before commencing any service.

**31. EXHIBITS**

All exhibits identified in this Agreement are incorporated into the Agreement by this reference.

**32. CONTRACTOR'S AUTHORITY TO EXECUTE**

The persons executing this Agreement on behalf of the CONTRACTOR warrant that (i) the CONTRACTOR is duly organized and existing; (ii) they are duly

authorized to execute this Agreement on behalf of the CONTRACTOR; (iii) by so executing this Agreement, the CONTRACTOR is formally bound to the provisions of this Agreement; and (iv) the entering into this Agreement does not violate any provision of any other Agreement to which the CONTRACTOR is bound.

CITY OF TORRANCE
a Municipal Corporation

_____
Frank Scotto, Mayor

ATTEST:

_____
Sue Herbers
City Clerk

APPROVED AS TO FORM:
JOHN L. FELLOWS III
City Attorney

By:_____

StarLight Productions
a Non Profit Organization

By:_____
Nancy-Freytes-Gomez
Artistic Director

| | | |
|---|---|---|
| Attachments: | Exhibit A | Scope of Services |
| | Exhibit B | Compensation Schedule |

Revised: 9/13/06

## EXHIBIT A
## SCOPE OF SERVICES

The Contractor, StarLight Productions, will provide the following services:

1) Contractor will conduct youth performance/drama classes: This includes, but may not be limited to the following:

    - Recruit, hire and pay necessary staff to conduct the classes.
    - Provide instructor/volunteer roster to Program Supervisor 2 weeks prior to the start of each session.
    - Insure that all instructors and/or volunteers who are in contact with participants are fingerprinted in accordance with City policies.
    - Promote programs to insure that there are a sufficient number of students to meet the minimum number of participants, required by Cultural Services staff.
    - Acknowledge that classes with insufficient enrollment may be canceled by Cultural Services staff. (Enrollment minimums will be set by CSD and Contractor)
    - Classes will be held at the StarLight Studios in Torrance.
    - Classes will meet once a week for 8 weeks.
    - Agreement that Cultural Services staff will be notified via email prior to a class meeting being cancelled.
    - Agreement that Cultural Services staff will be notified via email to request class over-booking.
    - The contractor is responsible for notifying participants of cancelled classes, changes in start dates and make-ups.
    -

2) Contractor will conduct youth drama camps. This includes, but may not be limited to the following:

    - Recruit, hire and pay necessary staff to conduct the camps.
    - Provide instructor/volunteer roster to Program Supervisor 2 weeks prior to the start of each session.
    - Insure that all instructors and/or volunteers who are in contact with participants are fingerprinted in accordance with City policies.
    - Promote program to insure that there are a sufficient number of students to meet the minimum number of participants, required by Cultural Services staff.
    - Acknowledge that camps with insufficient enrollment may be cancelled by Cultural Services staff. (Enrollment minimums will be set by CSD and contractor)
    - Camps will be held at the Torrance Cultural Arts Center.
    - Camps will meet Monday-Friday 9:00 am – 4:00 pm (Staff arrival time at 8:30 am to set-up for camp).

- Agreement that Cultural Services staff will be notified via email to request class over-booking.
- The contractor is responsible for notifying participants of cancelled classes, change in start dates and make-ups.

3) Produce three (3) youth productions between September 2008 and August 2009. Productions will be conducted in February 2009 (Nakano Theatre), June 2009 (Armstrong Theatre), and August 2009 (Armstrong Theatre), as scheduled by Cultural Services staff. Production of these shows include, but may not be limited to the following:

- The acquisition of all script/music rights to produce the material.
- Provision of sets, costumes, musical accompaniment (live and/or recorded) for production.
- Attendance at production meetings deemed necessary by Cultural Services Staff.
- Recruitment, hiring and payment of all necessary staff for the production including the director, choreographer, costume designer, set designer, and all others, excluding theatre staff which will be provided by the Cultural Services Division.
- Provide instructor/production team member/volunteer roster to Program Supervisor 2 weeks prior to the start of each session.
- Insure that all instructors, production team members, and/or volunteers who are in contact with participants are fingerprinted in accordance with City policies.
- Conduct rehearsals for the production. These will be held at the Torrance Cultural Arts Center and/or off-site with the approval of Cultural Services staff. Schedules and times will be decided in cooperation with Cultural Services staff.
- Agreement that dress rehearsals, technical rehearsals, and performances will be conducted in the Armstrong or Nakano Theatre, as appropriate.
- Provision of the show program on a disc/flash drive by the deadline given by Cultural Services Division staff to ensure ample time for the completion of the printing process.
- Acknowledgment that production programs with insufficient enrollment may be canceled by Cultural Services staff. (Enrollment minimums will be set by CSD and contractor)

# EXHIBIT B
# COMPENSATION SCHEDULE

The Contractor, Starlight Productions, will receive the following for services provided under this contract.

## CLASSES AND CAMPS

### Rate info:

Contractor will receive $102.20 per student for every student enrolled in classes and/or camps.

- *Enrollment fee **($150.00)** less the registration fee **($4.00)** multiplied by the percentage split (70%). **$150.00 - $4.00 x 70% = $102.20***

### Payment schedule:

Contractor will be paid after the third meeting of the program, upon receipt of an accurate and verified invoice. **Contractor shall submit an invoice for the balance of the enrollment fees within 30 days of the last class meeting.**

## PRODUCTIONS

### FALL PRODUCTION (Oct. 2008-Feb. 2009)

### Rate Info:

Contractor receives **$417.20** per student enrolled.

- *Enrollment fee **($600.00)** less the registration fee **($4.00)** multiplied by the percentage split (70%). **$600.00 - $4.00 x 70% = $417.20***
- *PARTICIPANTS MAY OPT TO UTILIZE A PAYMENT PLAN FOR THIS PROGRAM.*
- *Payment plan consists of 2 payments in the amount of **$300.00** each.*
- *Contractor may only bill the City for the portion of the enrollment fee that Registration has collected at the time of the invoice, whether it is the full amount of $600.00 or one of the two $300.00 payments*

Contractor will receive **$14.00** per ticket sold for the production.

- *Ticket price **($20.00)** multiplied by the percentage split (70%).*

### Payment schedule:

Contractor may submit an invoice for the current enrollment fees received by the first enrollment payment deadline (Monday, October 13, 2008).

**Contractor shall submit an invoice for the balance of the enrollment fees within 30 days of** Tuesday, October 14, 2008.

Contractor may submit an invoice for the balance of enrollment fees after second payment from students is due (Monday, November 17, 2008). **Contractor shall submit an invoice for the balance of the enrollment fees within 30 days of** Tuesday, November 18, 2008.

Contractor may submit an invoice for pre-sale tickets sold between October 13, 2008 and December 1, 2008. **Contractor shall submit an invoice for the balance of the ticket sales within 30 days of** Tuesday, December 2, 2008.

Contractor may submit an invoice for remaining balance of tickets sold between December 2, 2008 and February 1, 2009. **Contractor shall submit an invoice for the balance of the ticket sales within 30 days of** Tuesday, February 3, 2009 after ticket sales have been verified.

**SPRING PRODUCTION (Feb. 2009-June 2009)**

**Rate Info:**

Contractor receives **$273.70** per student enrolled.

- *Enrollment fee **($395.00)** less the registration fee **($4.00)** multiplied by the percentage split **(70%)**.*

Contractor will receive **$10.50** per ticket sold for the production.

- *Ticket price **($15.00)** multiplied by the percentage split **(70%)**.*

Contractor will receive **$3.50** per "school show" ticket sold for the production.

- *Ticket price **($5.00)** multiplied by the percentage split **(70%)**.*

**Payment schedule:**

Contractor may submit an invoice for enrollment fees. **Contractor shall submit an invoice for the balance of the enrollment fees within 30 days of** Tuesday, March 3, 2009.

Contractor may submit an invoice for tickets sold between March 1, 2009 and May 1, 2009. **Contractor shall submit an invoice for the balance of the ticket sales within 30 days of** Tuesday, May 5, 2009.

Contractor may submit an invoice for remaining balance of tickets sold between May 4, 2009 and June 14, 2009. **Contractor shall submit an invoice for the balance of the tickets sales within 30 days of** Tuesday, June 14, 2009.

**SUMMER PRODUCTION (June 2009-August 2009)**

**Rate Info:**

Contractor receives **$273.70** per student enrolled.

- *Enrollment fee **($395.00)** less the registration fee **($4.00)** multiplied by the percentage split **(70%)**.*

Contractor will receive **$10.50** per ticket sold for the production.

- *Ticket price **($15.00)** multiplied by the percentage split **(70%)**.*

**Payment schedule:**

Contractor may submit an invoice for the enrollment fees. **Contractor shall submit an invoice for the balance of the enrollment fees within 30 days of** Tuesday, July 7, 2009.

Contractor may submit an invoice for tickets sold. **Contractor shall submit an invoice for the balance of the ticket sales within 30 days of** Tuesday, August 25, 2009.

**ADDED COMPENSATION FOR PRODUCTIONS ONLY:**

At the close of the final production (August 2009), Community Services staff will evaluate the overall net profits received by the Cultural Services Division. After all labor, registration fees and room rental fees have been paid, the balance of the proceeds, in excess of $6,000, will be paid to the contractor in an amount not to exceed $10,000.

City will notify Contractor by August 31, 2009 if any additional compensation is due them. The contractor may submit an invoice for the balance **within 30 days of** Tuesday, September 1, 2009.

To assist with ticket sales and overall production value, the City will provide the following printed/marketing materials (per production): 500 color flyers (8 ½ X 11), 500 black and white flyers (8 ½ X 11), 125 posters (11 X 17), printed programs (black and white only, 11 X 17 format) as needed based on ticket sales, and 2 banners (to be hung at the various City locations available to the department).

All artwork should be submitted "print-ready" to CSD, based on CSD staff direction at least 2 weeks prior to "in-hand" deadline to insure completion of the printing/bindery.

**NOTE:**

Should a participant drop or a program cancel after the Contractor has received compensation, the Contractor will refund the City for the entire amount of the compensation related to that participant and/or program.

ATTACHMENT B

## City of Torrance Community Services Department - Cultural Services Division

**REVENUE PRODUCING ACCOUNT - PROGRAM BUDGET FOR: STARLIGHT PRODUCTIONS**

**CONTRACT NOT TO EXCEED: $111,774.40**

| CONTRACTOR | LOCATION |
|---|---|
| Starlight | CAC |

| TERM OF CONTRACT | SUPERVISOR | DIVISION |
|---|---|---|
| 9/23/08-9/15/09 | Gia Inferrera, Program Coordinator | Cultural Services |

| Classes: Fees | Enrollment | Fee | Actual Revenue |
|---|---|---|---|
| Fall classes 2008 | 12 | $150.00 | $1,800.00 |
| Winter classes 2009 | 12 | $150.00 | $1,800.00 |
| Spring classes 2009 | 12 | $150.00 | $1,800.00 |
| Summer classes 2009 | 34 | $150.00 | $5,100.00 |
| Day Camp 2009 | 300 | $150.00 | $45,000.00 |
| Fall Production (Aud. Only) | 22 | $600.00 | $13,200.00 |
| Spring Production (Open) | 55 | $395.00 | $21,725.00 |
| Summer Bootcamp (Open) | 55 | $395.00 | $21,725.00 |
| **Total** | 502 | | **$112,150.00** |
| | | | |
| **Performances** | | | |
| Fall Production tickets | 600 | $20.00 | $12,000.00 |
| Spring Production tickets (school) | 300 | $5.00 | $1,500.00 |
| Spring Production tickets | 950 | $15.00 | $14,250.00 |
| Summer Btcmp Showcase tickets | 500 | $15.00 | $7,500.00 |
| **Total** | | | **$35,250.00** |
| **TOTAL REVENUE:** | | | **$147,400.00** |
| | | | |
| **SUMMARY:** | | | |
| **Revenue to City** | | | |
| Reg Fee/Admin Services | 502 | $4.00 | $2,008.00 |
| Program fee to Cultural Services | | | $4,577.60 |
| Rental and Theatre labor to General Services* | | | $29,040.00 |
| **Total** | | | **$35,625.60** |
| | | | |
| **Compensation to Contractor** | | | |
| Classes 2008-09 | | **70:30 split** | $7,154.00 |
| Day Camp 2009 | | **70:30 split** | $30,660.00 |
| Fall Production (Aud. Only) | | **70:30 split** | $9,178.40 |
| Spring Production (Open) | | **70:30 split** | $15,053.50 |
| Summer Bootcamp (Open) | | **70:30 split** | $15,053.50 |
| Fall Production tickets | | **70:30 split** | $8,400.00 |
| Spring Production tickets (school) | | **70:30 split** | $1,050.00 |
| Spring Production tickets | | **70:30 split** | $9,975.00 |
| Summer Btcmp Showcase tickets | | **70:30 split** | $5,250.00 |
| Additional Compensation to contractor | | | $10,000.00 |
| **Total** | | | **$111,774.40** |

***Breakdown to Gen. Serv.**

| Room Rental-Camps | Hours | Rate | Total |
|---|---|---|---|
| 8 week @Rec Center-Day Camp | 320 | $23.50 | $7,520.00 |

| Room Rental-shows | Hours | Rate | Total |
|---|---|---|---|
| Fall Production (Aud) | 63 | $10.00 | $630.00 |
| Spring Production (Open) | 60 | $10.00 | $600.00 |
| 8 week @Assembly RM-Bootcamp | 140 | $23.50 | $3,290.00 |

| Armstrong/Nakano Theatre Labor (includes:crew, box office, tickets, house mang.) | |
|---|---|
| Fall 2008 | $5,000.00 |
| Spring 2009 | $7,000.00 |
| Summer 2009 | $5,000.00 |
| **Total Revenue to Gen. Serv.** | **$29,040.00** |