



## Memorandum

**Date:** 3/1/2022  
**Meeting of:** City Council

**File No.** AM No. 22-025  
**Type:** Consent Item

**TO:** Members of the City Council  
**FROM:** Mayor Angela Birney  
**DEPARTMENT DIRECTOR CONTACT(S):**

Parks	Carrie Hite	425-556-2326
-------	-------------	--------------

**DEPARTMENT STAFF:**

Parks	Amanda Deml	Recreation Manager
Parks	Cindy Johnson	Program Administrator

**TITLE:**

Approval of Instructional Services Agreement Amendment for Nature Vision to Add Summer Camps to the Scope of Work and Increasing the Maximum Amount Payable to \$121,000

**OVERVIEW STATEMENT:**

Seeking approval of an increase to the maximum amount payable to the Nature Vision Instructional Services Agreement. Programs and summer camps offered by this organization will exceed our anticipated enrollment amounts due to high community demand. Though the expended amount is increasing, revenues earned by the City in the Recreation Activity Fund will also increase as this agreement is based on a percentage split of enrollment/registration fees between the contractor providing the service and the Parks and Recreation Department.

This agreement will surpass the \$75,000 maximum amount payable threshold requiring Council approval to authorize the Mayor to sign the agreement amendment.

☐ **Additional Background Information/Description of Proposal Attached**

**REQUESTED ACTION:**

☐ **Receive Information**      ☐ **Provide Direction**      ☒ **Approve**

**REQUEST RATIONALE:**

- **Relevant Plans/Policies:**  
Parks, Arts, Recreation, Culture and Conservation (PARCC) Plan; Cost of Service Methodology and Cost Recovery Policy;
- **Required:**  
N/A
- **Council Request:**

N/A

- **Other Key Facts:**

N/A

**OUTCOMES:**

The Parks and Recreation Department has partnered with Nature Vision for many years to provide recreation programs and camps to our community. An increase to the maximum amount payable allows for serving a greater number of youth who wish to register for these programs while in-turn increasing the revenue for the Recreation Activity Fund.

**COMMUNITY/STAKEHOLDER OUTREACH AND INVOLVEMENT:**

- **Timeline (previous or planned):**

N/A

- **Outreach Methods and Results:**

N/A

- **Feedback Summary:**

N/A

**BUDGET IMPACT:**

**Total Cost:**

\$121,000

**Approved in current biennial budget:**

☒ Yes

☐ No

☐ N/A

**Budget Offer Number:**

000217 - Community Recreation

**Budget Priority:**

Healthy and Sustainable

**Other budget impacts or additional costs:**

☐ Yes

☐ No

☒ N/A

*If yes, explain:*

N/A

**Funding source(s):**

110 - Recreation Activity Fund

**Budget/Funding Constraints:**

N/A

☐ **Additional budget details attached**

**COUNCIL REVIEW:**

**Previous Contact(s)**

Date	Meeting	Requested Action
2/22/2022	Committee of the Whole - Parks and Environmental Sustainability	Provide Direction

**Proposed Upcoming Contact(s)**

Date	Meeting	Requested Action
N/A	None proposed at this time	N/A

**Time Constraints:**

Direction needed prior to finalizing registration information by April 4, 2022.

**ANTICIPATED RESULT IF NOT APPROVED:**

Enrollment for programs and camps offered by this organization would need to be limited to maintain the current/less than \$75,000.00 threshold, impacting the recreational opportunities and services available to the community and department revenue.

**ATTACHMENTS:**

Attachment A: Contract Amendment

Attachment B: Non-Competitive Procurement Justification Form