



## Memorandum

**Date:** 3/4/2025  
**Meeting of:** City Council

**File No.** AM No. 25-026  
**Type:** Consent Item

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

|       |                 |              |
|-------|-----------------|--------------|
| Parks | Loreen Hamilton | 425-556-2336 |
|-------|-----------------|--------------|

**DEPARTMENT STAFF:**

|       |               |                                |
|-------|---------------|--------------------------------|
| Parks | Erica Chua    | Recreation Manager             |
| Parks | Jeff Hagen    | Recreation Supervisor          |
| Parks | Michael Locke | Recreation Program Coordinator |

**TITLE:**

Approval of Instructional Services Agreement, for Skyhawks Sports Camps, Increasing the Maximum Amount Payable to

\$115,000

**OVERVIEW STATEMENT:**

Seeking Council approval of an increase to the maximum amount payable to Skyhawks Sports Camp Instructional Services Agreement. Programs and summer camps offered by this organization will exceed our anticipated enrollment amounts due to high community demand and rising costs. 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 Department.

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

☐ **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:**  
Council approval is required for agreements over \$75,000.
- **Council Request:**  
NA
- **Other Key Facts:**  
NA

**OUTCOMES:**

The maximum amount payable increase allows for serving the many youth who wish to participate in outdoor and beginner sports programs while in-turn increasing the revenue for the Recreation Activity Fund. Skyhawks Sports Camps will provide and estimated 30 camp sessions serving more than 800 participants.

**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:**  
\$115,000

**Approved in current biennial budget:** ☒ Yes ☐ No ☐ N/A

**Budget Offer Number:**  
0000401- Community Recreation

**Budget Priority:**  
Healthy and Sustainable

**Other budget impacts or additional costs:** ☐ Yes ☐ No ☒ N/A

***If yes, explain:***  
NA

**Funding source(s):**  
Recreation Activity Fund

**Budget/Funding Constraints:**  
NA

☐ **Additional budget details attached**

**COUNCIL REVIEW:**

**Previous Contact(s)**

| Date      | Meeting   | Requested Action  |
|-----------|---|-------------------|
| 2/25/2025 | 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 March 4, 2025.

**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 threshold, impacting the recreational opportunities and service available to the community and department revenue.

**ATTACHMENTS:**

Attachment A\_2025 Instructional Services Agreement - Skyhawks