



Memorandum

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

File No. AM No. 22-024
Type: Consent Item

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

Parks	Carrie Hite	425-556-2326
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DEPARTMENT STAFF:

Parks	Amanda Deml	Recreation Manager
Parks	Katie Fraser	Program Administrator

TITLE:

Approval of Instructional Services Agreement for Tennis Outreach Program (TOPS) with a Maximum Amount Payable of \$100,000

OVERVIEW STATEMENT:

Staff is seeking approval of the TOPs (Tennis Outreach Programs) Instructional Services Agreement with a maximum amount payable of \$100,000.00. Programs and summer camps offered by this organization will exceed our anticipated enrollment amounts due to high community demand. Though the estimated expenditure amount for 2022 has increased, 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.

☐ **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 TOPs (Tennis Outreach Programs) 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 and adults 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:

\$100,000

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: 2022 Instructional Services Agreement_Tennis Outreach Program

Attachment B: Non-Competitive Procurement Justification Form