# Legislation Text

**File #:** CM 21-407, **Version:** 1

**TO:** Committee of the Whole - Parks and Human Services
**FROM:** Mayor Angela Birney
**DEPARTMENT DIRECTOR CONTACT(S):**

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

**DEPARTMENT STAFF:**

| | | |
|---|---|---|
| Parks | Loreen Hamilton | Parks Deputy Director |
| Parks | Amanda Deml | Recreation Manager |

**TITLE:**
Cost of Service Methodology Update - Project Details

**OVERVIEW STATEMENT:**
Provide the project details to City Council regarding the Parks and Recreation Department's update to the 2017/18 Cost of Service Methodology that was adopted by the City Council in January 2018. The project is driven by policy direction in the Parks, Arts, Recreation, Culture and Conservation (PARCC) Plan to define, establish and implement financial goals, cost recovery targets, and a subsidy allocation model to inform recreation program decision-making. This update will include reviewing and assuring definition of direct and indirect costs are accurately in use, clarifying categories of services, and placement of all programs and services within those categories and proposing changes as warranted. The department will be working again with GreenPlay, LLC., the consultant who provided direction and support with our original methodology creation, to perform this review and update.

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

**REQUESTED ACTION:**

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

**REQUEST RATIONALE:**

- **Relevant Plans/Policies:**
  Cost of Service and Cost Recovery Methodology Report - December 2017; PARCC Plan.
- **Required:**
  N/A
- **Council Request:**
  In January 2018, City Council adopted the Cost of Service and Cost Recovery Methodology.

- **Other Key Facts:**
  This update will include both an internal focus with staff as well as a more robust community engagement effort and assist with engaging our commissions, City Council, and general public to obtain input for recategorization and other policy changes needed to provide robust service to the community at all tiers of the policy.

**OUTCOMES:**
This update project will ensure the Cost of Service Methodology utilized by the Parks and Recreation Department will provide successful recovery from the pandemic and future sustainability of the Parks and Recreation funds.

**COMMUNITY/STAKEHOLDER OUTREACH AND INVOLVEMENT:**

- **Timeline (previous or planned):**
  Detailed in Attachment A_Update Project SOW and Timeline
- **Outreach Methods and Results:**
  Detailed in Attachment A_Update Project SOW and Timeline
- **Feedback Summary:**
  N/A

**BUDGET IMPACT:**

**Total Cost:**
$41,990

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

**Budget Offer Number:**
000217 Community Recreation; 000249 Arts and Community Events (offers containing the activities/events the Cost of Service Methodology is applied to and the professional services funding for the consultant).

**Budget Priority**:
Healthy and Sustainable; Vibrant and Connected.

**Other budget impacts or additional costs:** ☐ **Yes** ☒ **No** ☐ **N/A**
***If yes, explain***:
N/A

**Funding source(s):**
General Fund; Recreation Activity Fund; Arts Activity Fund; Community Events Fund; Parks Levy Fund.

**Budget/Funding Constraints:**
N/A

☐ **Additional budget details attached**

**COUNCIL REVIEW:**

**Previous Contact(s)**

| Date | Meeting | Requested Action |
|---|---|---|
| 5/5/2020 | Committee of the Whole - Parks and Human Services | Receive Information |
| 3/2/2021 | Committee of the Whole - Parks and Human Services | Receive Information |

**Proposed Upcoming Contact(s)**

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

**Time Constraints:**
The Cost of Service Methodology was adopted with an eight-year implementation timeline. The Parks and Recreation Department has implemented portions of this plan, hit cost recovery goals for some programs, and found deficiencies in other parts of the plan. With the COVID-19 pandemic, the Parks and Recreation Department has experienced significant budget shortfalls and will recover staff, activities and services in the 2021-2022 biennium.

Policy recommendations will be brought to City Council to update this plan in early 2022 as proposed in the Cost of Service Methodology to ensure successful recovery and future sustainability of the Parks and Recreation funds.

**ANTICIPATED RESULT IF NOT APPROVED:**
N/A

**ATTACHMENTS:**
Attachment A: Update Project SOW and Timeline