

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE:	Authorizing the City Manager to Execute Contract Amendment #9964.01 with Nature Vision, Inc in the Amount of \$240,000 for 2022-2025
DEPARTMENT:	Recreation, Cultural and Community Services
PRESENTED BY:	Mary Reidy, Recreation and Cultural Services Superintendent
ACTION:	<input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Public Hearing

PROBLEM/ISSUE STATEMENT:

To most effectively and efficiently meet the expanding demand for youth camps and sports programs, the City contracts with area service providers to provide recreation programming. The City contracts with a variety of program providers allowing residents access to camps and activities beyond the capacity of City-staffed programs.

The City’s Recreation, Cultural and Community Services (RCCS) Department has been contracting with Nature Vision, Inc. since 2018. Strategic Action Initiative (SAI) #2 of the Parks, Recreation and Open Space (PROS) Plan, adopted by Council in 2017, calls for expanding opportunities to connect with nature. Contracting with Nature Vision, Inc. allows the City to expand nature-focused youth programming efficiently and effectively.

In 2020, the City offered six (6) Nature Vision programs with 104 registrants, and in 2021, there were 10 Nature Vision programs offered with 202 registrants. This amendment allows the City to expand its partnership with Nature Vision to meet the increasing demand for outdoor nature-based programming.

The City of Shoreline does not have the staffing resources to offer to meet the community demand for nature-based programming and therefore has chosen to contract with Nature Vision, Inc who brings their own staff, equipment, and activities to City sites to run nature-based programs and camps. In bringing their own well-trained staff and equipment, efficiencies with City staff are maximized. The program offerings are for all ages and are accessibly priced when compared to other outdoor camps and programs.

The original contract #9964 with Nature Vision was executed in 2021 and was for \$40,000, with a potential renewal for up to four additional years for a total of \$200,000. This amendment #9964.01 is to add an additional \$20,000 per year to this contract, making a new annual amount of \$60,000 for the remaining four years, making a new total contract amount of \$240,000 (2022-2025).

RESOURCE/FINANCIAL IMPACT:

This is a revenue-backed contract with a 70%/30% split with the contractor, where they keep 70% of program revenue and the City retains 30%. City of Shoreline's net revenue from this contract in 2021 was \$19,878.

RECOMMENDATION

Staff recommends that the City Council approve Recreation Services Contract Amendment #9964.01 with Nature Vision, Inc. for a total contract do not exceed amount of \$240,000 for 2022-2025.

ATTACHMENTS

Attachment A: Recreation Services Contract #9964 Scope of Work- Nature Vision, Inc.

Approved By: City Manager **DT** City Attorney **MK**

Exhibit A
Parks, Recreation and Cultural Services Department
Scope of Work and Compensation

SERVICES TO BE PROVIDED:

Provide instruction in outdoor education for youth in the form of day camp as well as class with a defined program objective of educating youth about our natural environment and how to integrate themselves in the environment in a safe and respectful manner.

Services will be provided at the following location(s) throughout the year. If the City determines a location is not available, then the City and the Consultant shall agree upon another interim location: City of Shoreline parks, primarily Hamlin, but can use Cromwell, Paramount, Richmond Beach Saltwater Park, Twin Ponds, and Shoreview.

PROGRAM AND INSTRUCTOR REQUIREMENTS:

- 1) Hours of Instruction per program session/class:
Range from 30 minutes to 8 hours depending on program specifics and confirmed quarterly with City staff.
- 2) Program Class Size
 - a) Minimum Enrollment is location dependent and will be confirmed quarterly with City staff.
 - b) Maximum Enrollment is location dependent and will be confirmed quarterly with City staff.
- 3) Materials and Supplies
All materials and supplies are provided by instructor for all participants at instructor cost. Instructor may charge a supply fee to each student and the instructor is responsible for collecting this fee from each student. The City shall clearly list the supply fees in the program description on the City's website and the Recreational Guide. All surplus supplies are the property of the instructor.
- 4) The Instructor is responsible for leaving the program space clean and in proper order as per the Instructor Handbook.
- 5) Instructor Handbook
Instructor shall adhere to all parameters and expectations as outlined in the City of Shoreline Parks, Recreation and Cultural Service Instructor Handbook (October 2018). The Handbook is incorporated into this contract by reference and made a part hereof.
- 6) Attendance Records
 - a) Instructor will assure that all participants are properly registered through the City's on-line registration system prior to participation in a program class.

- b) Instructor will maintain and make available upon request attendance records for each program class session.

CITY RESPONSIBILITIES:

- 1) Provide Instructor with an appropriate facility/location to provide instruction in: outdoor education for youth in the form of day camp as well as classes.
- 2) List class/program in the seasonal Recreation Guide and on the City's website.
- 3) Complete registration for participants.
- 4) Provide Instructor with a class roster prior to the first class/program session.
- 5) As per the Instructor Handbook:
 - a) Communicate with Instructor regarding all cancellations as per the Instructor Handbook.
 - b) Communicate with registered participants as requested by Instructor.
 - c) Evaluate Instructor's performance annually to ensure compliance with the terms and conditions of this Agreement and as provided in the annual instructor evaluation tool.
 - d) Evaluate the program annually as provided in the annual program evaluation tool.

PAYMENT FOR SERVICES:

City shall pay Instructor as follows, but at no time shall the total amount paid exceed \$40,000.00 per calendar year:

- The sum of 70% of the fees collected based on the resident rate as established in the Shoreline Recreation Guide for the applicable class session time period. The City will retain 30% of the fees plus the difference between the established resident and non-resident fees. A copy of registration and attendance records will be submitted with the invoice to substantiate payment.