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**CITY OF MARATHON, FLORIDA
RESOLUTION 2004-030**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MARATHON, FLORIDA, AUTHORIZING THE CITY MANAGER TO ENTER INTO A LETTER OF UNDERSTANDING WITH THE UNIVERSITY OF NORTHERN IOWA, SCHOOL OF HEALTH, PHYSICAL EDUCATION AND LEISURE SERVICES FOR “CAMP ADVENTURE”™ SUMMER CAMP IN THE AMOUNT OF \$11,850

WHEREAS, the City of Marathon (the “City”), through its Parks and Recreation Department (the “Department”), desires to hold a summer camp for the children of the City; and

WHEREAS, after reviewing several programs available, Jimmy Schmidt, the Department Supervisor, recommends the selection of the University of Northern Iowa, School of Health, Physical Education and Leisure Services “Camp Adventure”™, to staff the City’s summer camp; and

WHEREAS, the Department budget has \$20,000 earmarked in account 001-5006-572-345 for summer camp services; and

WHEREAS, this is a sole source purchase exempt from the City’s Procurement Policies and Procedures.

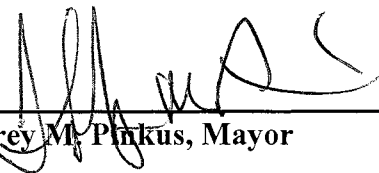
NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MARATHON, FLORIDA, THAT:

Section 1. . The Letter of Understanding (“LOU”) between the City of Marathon and the University of Northern Iowa, School of Health, Physical Education and Leisure Services, attached as Exhibit “A,” to staff a “Camp Adventure”™ summer camp in the City, in the amount of \$11,850, is approved; provided that all required certification specified in the LOU and proof of insurance, in a form and amount acceptable to the City, is submitted to the City. The City Manager is authorized to execute the LOU on behalf of the City.

Section 2. This resolution shall take effect immediately upon its adoption.

PASSED AND APPROVED by the City Council of the city of Marathon, Florida, this 13th day of April, 2003.

THE CITY OF MARATHON, FLORIDA



Jeffrey M. Pinkus, Mayor

AYES: Bartus, Bull, Mearns, Miller, Pinkus
NOES: None
ABSENT: None
ABSTAIN: None

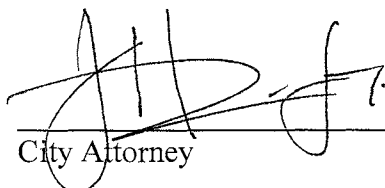
ATTEST:



Cindy L. Ecklund
City Clerk

(City Seal)

**APPROVED AS TO FORM AND LEGALITY FOR THE USE
AND RELIANCE OF THE CITY OF MARATHON, FLORIDA ONLY:**



City Attorney

Letter of Understanding

***Camp Adventure™ Youth Services* and the City of Marathon, Parks and Recreation Department**

Price Quote: \$11,850.00
Duration of Program: Eight (8) Weeks (including a one (1) week orientation).
Number of Program Director: One (1)
Number of Counselors: Three (3)

Program Certification

I certify that I have read through the "Proposal to Operate Summer Youth Services for the City of Marathon, Parks and Recreation Department" and understand and accept all provisions contained within, including the City of Marathon, Parks and Recreation Department's responsibility to provide housing at no cost to the counselors, access to reasonably priced meals, and will furnish all required supplies and services to support the program locally. I understand that housing provided will be within walking distance of the program site (or have daily transportation available) and that the Department will pay for any program related expenses to include, but not limited to field trips, snacks, arts & crafts supplies and camper T-shirts. I understand that any extraordinary circumstances (e.g. counselors have to ride public transportation to work every day and it costs money) that may affect the program implementation will be cleared and approved in advance with *Camp Adventure™ Youth Services* Headquarters.

Financial Certification

I certify that I have the authority to commit the City of Marathon, Parks and Recreation Department to the above Price Quote and agree to pay the amount in full upon receipt of an invoice from the University of Northern Iowa's Grants and Contracts Office. I understand that the nature of contracting with *Camp Adventure™ Youth Services* is such that some are unrecoverable after the initial implementation of the program (airfare, overhead, supplies and services) and agree to pay those costs in full even in the event that the terms of the contract are not fully met (e.g. a counselor has to leave the site before the scheduled departure date). I understand that this budget figure can not be modified by local *Camp Adventure™ Youth Services* staff members and that any request for a modification must be made in writing to the *Camp Adventure™ Youth Services* Headquarters.

***Camp Adventure™* Certification**

Camp Adventure™ Youth Services certifies that it has read and understands any and all documentation that has been provided by the City of Marathon, Parks and Recreation Department, including but not limited to emails, facsimiles, letters and formal requests for proposals. These documents are identified under the header "Received Documentation."

Camp Adventure™ Youth Services certifies that each staff member provided will have completed a forty (40) hour staff development course and has completed the required certifications to work with children (CPR & First Aid), required immunizations (MMR, Tetanus and TB Skin Test) and that all background checks have been initiated. (State/Local and Federal).

University of Northern Iowa
 School of Health, Physical Education and Leisure Services
Camp Adventure™

COST ESTIMATE SHEET

Marathon, Florida

(1) Administrative & Indirect Costs

\$1,050.00 x 2 counselors	\$2,100.00	
\$1,050.00 x 1 Program Director	<u>\$1,050.00</u>	

	\$3,150.00	\$3,150.00
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(2) Basic Costs:

\$200.00 per Counselor x 8 weeks = \$1,600		
2 Counselors @ \$1,600 =	\$ 3,200.00	
\$300 per Program Director x 8 weeks = \$2,400		
1 Program Director @ \$2,400 =	<u>\$ 2,400.00</u>	

	\$ 5,600.00	\$ 5,600.00
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(2) National Agency Questionnaire

\$100.00 per staff person		
\$100.00 x 3 staff = \$300.00	<u>\$ 300.00</u>	

	\$ 300.00	\$ 300.00
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(3) Supervisory Support Costs:

2 days @ \$100.00 per Day = \$200.00		
1 Supervisor @ \$200.00 =	\$ 200.00	
Transportation 1 @ \$650.00	<u>\$ 650.00</u>	

	\$ 850.00	\$ 850.00
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Student Transportation:

3 Students @ \$650.00 =		
	<u>\$ 1,950.00</u>	

	\$ 1,950.00	<u>\$ 1,950.00</u>
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TOTAL COSTS		\$11,850.00
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Budgets Notes:

This is a sample budget based on the following criteria:

1. Two (2) day camp staff, one (1) day camp program director
2. Eight (8) total weeks on site, seven (7) weeks of programming and one (1) week of orientation. Arrival date May 31, program start date June 7, program end date July 23, departure date July 24, 2004
3. Housing arrangements and costs are the responsibility of the host installation.