

Sponsored by: Puto

**CITY OF MARATHON, FLORIDA
RESOLUTION 2005-024**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MARATHON, FLORIDA, AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH CAMP ADVENTURE YOUTH SERVICES, FOR THE OPERATION OF A SUMMER CAMP PROGRAM IN AN AMOUNT NOT TO EXCEED \$17,300

WHEREAS, the City of Marathon, Florida (the "City") wishes to provide a summer camp for its residents (the "Services"); and

WHEREAS, Camp Adventure Youth Services ("Camp Adventure"), operated by the University of Northern Iowa, has successfully operated a summer camp in the City in the past; and

WHEREAS, the City wishes to enter into an agreement with Camp Adventure to provide the Services in an amount not to exceed \$17,300.

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

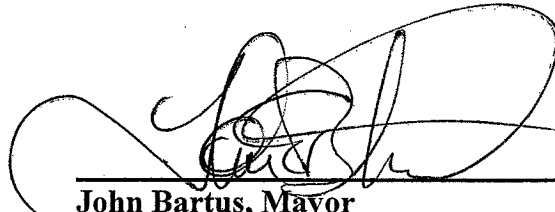
Section 1. The above recitals are true and correct and are incorporated herein.

Section 2. The agreement between the City of Marathon and Camp Adventure Youth Services, to operate a summer camp in an amount not to exceed \$17,300 a copy of which is attached as Exhibit "A" together with such non-material changes as may be acceptable to the City Manager and approved as to form and legality by the City Attorney, is approved.

Section 3. This resolution shall take effect immediately upon its adoption.

PASSED AND APPROVED by the City Council of the City of Marathon, Florida, this 26th day of April, 2005.

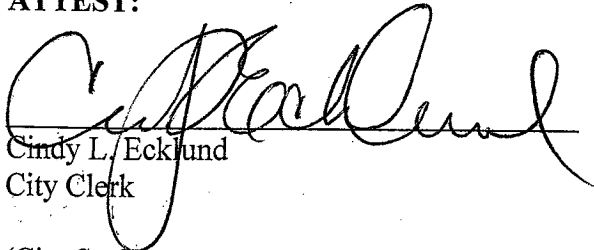
THE CITY OF MARATHON, FLORIDA



John Bartus, Mayor

AYES: Bull, Mearns, Miller, Pinkus, Bartus
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 (Page 2)

Letter of Understanding (con.)
between
Camp Adventure™ Youth Services and
the City of Marathon, Parks and Recreation Department

Camp Adventure™ Youth Services Certification (con.)

Camp Adventure™ Youth Services certifies that each counselor will be provided with program materials including staff handbooks, a resource card file, an activity book, summer coursework books and a camp director handbook. The program to be provided has been developed by Camp Adventure™ for exclusive use in the summer of 2005 by Camp Adventure™ Youth Services counselors world-wide.

Camp Adventure™ Youth Services certifies that it is a not-for-profit organization and that funds not used in a direct cost role are used as indirect costs supporting development, programming, marketing and administrative functions.

Camp Adventure™ Youth Services certifies that if a counselor is unable to perform their duties due to an event or circumstance other than an "Unforeseen Act of Nature" (i.e. natural disaster, war, untimely illness or death) Camp Adventure™ Youth Services will refund a portion of the Basic Costs, at a rate of \$200.00 per week for each week of absence (prorated per day if necessary).

Camp Adventure™ Youth Services
University of Northern Iowa

The City of Marathon
Parks and Recreation Department

Julianne Gassman 3-24-05
Date
Julianne Gassman
Associate Director
Camp Adventure™

Michael H. Puto, City Manager
Typed Name of Program Certifier and Title

Susan R. Edginton
Date
Susan R. Edginton
Program Director
Camp Adventure™

Michael H. Puto
Signed Name of Program Certifier Date

Peter Rosasco, Finance Director
Typed Name of Financial Certifier and Title

Edward Ebert 3/24/05
Date
Edward Ebert
Grants & Contracts Administrator
University of Northern Iowa

Peter Rosasco 5-2-05
Signed Name of Financial Certifier Date

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

COST ESTIMATE SHEET

Marathon, Florida

(1) Basic Costs:

\$200.00 x 4 staff x 8 weeks =	\$ 6,400.00	
\$250.00 x 1 program directors x 8 weeks =	<u>\$ 2,000.00</u>	
	\$ 8,400.00	\$ 8,400.00

(2) Supervisory Support Costs:

2 days @ \$100.00 per Day = \$200.00		
1 Supervisor @ \$200.00 =	\$ 200.00	
Transportation 1 @ \$700.00 =	<u>\$ 700.00</u>	
	\$ 900.00	\$ 900.00

(3) Child Care National Agency Check with Inquiries (CNACI)

\$100.00 per staff person		
\$100.00 x 5 staff = \$500.00	<u>\$ 500.00</u>	
	\$ 500.00	\$ 500.00

(3) Student Transportation:

5 Students @ \$700.00 =	<u>\$ 3,500.00</u>	
	\$ 3,500.00	\$ 3,500.00

(4) Administrative & Indirect Costs:

\$100.00 x 4 staff x 8 weeks	\$3,200.00	
\$100.00 x 1 program directors x 8 weeks	<u>\$ 800.00</u>	
	\$4,000.00	<u>\$4,000.00</u>

TOTAL COSTS \$17,300.00

Budgets Notes:

This is a budget based on the following criteria:

1. Four (4) Staff and 1 Program Director – 5 staff total
2. Eight (8) total weeks on site, seven (7) weeks of programming and one (1) week of orientation.
Staff arrive on May 30, 2005
Program starts on June 6, 2005
Program ends on July 22, 2005
Staff depart on July 23, 2005
3. Housing arrangements and costs are the responsibility of the host installation.

Letter of Understanding

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

Price Quote: \$17,300.00
Duration of Program: Eight (8) Weeks (including a one (1) week orientation).
Number of Program Director: One (1)
Number of Counselors: Four (4)

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*TM *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*TM *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*TM *Youth Services* staff members and that any request for a modification must be made in writing to the *Camp Adventure*TM *Youth Services* Headquarters.

***Camp Adventure*TM Certification**

*Camp Adventure*TM *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*TM *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).