



Chisenhall Purchase Authorization

CITY COUNCIL, OCTOBER 6, 2025

STAFF CONTACT: JEN BASHAM, DIRECTOR OF PARKS AND RECREATION

Background

Council provided direction to pursue the possibility of third-party management of Chisenhall Sports Complex

The RFP was issued January 31, 2025

The RFP closed March 26, 2025

The City received 3 respondents for management services and interviewed 2 companies the week of April 7, 2025

Staff is recommended proceeding with Sports Facilities Companies as our firm

The SFC model allows for the City to retain control of the complex

The City entered into a due diligence contract in the amount of \$45,000 to determine the feasibility of the project that will be included in the mid-year budget adjustments

Over the past month staff has worked with SFC and BYA to determine the feasibility of entering into an agreement

Staff presented the proposal to City Council on August 18 and received a recommendation to proceed with SFC

Council approved the contract with SFM to manage Chisenhall on October 6.

Scope of Services

Day-to-day operation and management of the complex.

Staffing, scheduling, marketing, promotion, concessions, food & beverage, maintenance, custodial services, landscaping, pest control, and safety compliance.

Booking of tournaments, rentals, and events to maximize community use and economic impact.

Financial administration, including collection and deposit of revenues, paying operating expenses, and maintaining point-of-sale systems.

Maintenance of equipment, grounds, and infrastructure to city standards.

Compliance with City policies, including city's purchasing policies.

Authorization

Expenditures:

Food and Beverage - \$410,000

For the purchase of food and beverage products intended for resale.

Items intended for resale are not subject to purchasing requirements.

This is authorization for this fiscal year.

Minute Order Authorization

Approval of a minute order for the spending authorization for Chisenhall concessions in the amount of \$410,000

Questions