



CITY COMMISSION STAFF REPORT

DEPARTMENT: Administration

DATE: February 24, 2026

SUBJECT: Authorize the City Manager to execute a Professional Service Agreement with J. Kardys Strategies (JKS) in the amount of \$49,500. – **Deputy City Manager**

CITY MANAGER RECOMMENDATION:

The City Manager recommends authorizing the execution of a professional services agreement with J. Kardys Strategies (JKS) in the amount of \$ 49,500.

BACKGROUND OF ITEM:

The City is finalizing a Parks and Recreation Master Plan. JKS will provide guidance, mentorship, and facilitation to the Cooper City Parks and Recreation Department’s new director and staff in creating and implementing CAPRA accreditation-compliant recreation and maintenance master plans. Additionally, they will support the development of standard operating procedures and evaluation methods to enhance accountability and customer satisfaction.

ANALYSIS:

JKS proposes a six-month engagement from March 2026 to August 2026 that will include twelve bi-weekly Zoom meetings, six in-person meetings, and system tours with the Parks and Recreation Director and relevant staff. JKS will provide six monthly progress reports via Zoom to the Deputy City Manager.

Task will include:

1. Facilitate the development of a Recreation Program Plan. Incorporating the master plan needs assessment data and recommendations, JKS will collaborate with the Parks and Recreation Department Committee to establish a recreation programming philosophy and standards, set priorities for program expansion, define performance measures for a programming scorecard, and create an implementation plan.
2. Assist in developing a Maintenance Management Plan. Review maintenance policies and practices, then recommend a plan aligned with the current expected service level and required maintenance standards and tasks.

3. Provide an analysis and recommendations for youth sports partnership agreements, including ballfield use, capacity, and pricing.
4. Provide recommendations to enhance cost recovery and outcomes for all Citywide Programs and events. Review all City policies and practices related to event solicitation, planning, permitting, implementation, and results. Conduct site visits at event locations and supply relevant resource documents.

PROCUREMENT:

The City Manager or designee has determined that, in the best interest of the City and not subject to the requirements of F.S. § 287.055, as amended, it is appropriate to waive the competitive procurement process and award Contract No. PSC2026-2 for Professional Consulting Services for the Parks and Recreation Department to J. Kardys Strategies, LLC. The City and J. Kardys Strategies, LLC will enter into a six-month contract for these services.

This purchase will be made in accordance with Sec. 2-258(g) of the Cooper City Procurement Code.

FISCAL IMPACT:

\$49,500 will be funded through savings from the Parks & Recreation Assistant Director vacancy (\$135K budgeted in FY26 for salary and benefits). Approved by the Commission on January 29, 2026.

The “Remaining Amount” below reflects the FY26 Amended Budget in these line items after this transaction.

| <u>Description</u> | <u>General Ledger Acct. Number</u> | <u>Budgeted Amount</u> | <u>Requested Amount</u> | <u>Remaining Amount</u> |
|-------------------------------|--|----------------------------|-----------------------------|-----------------------------|
| Salaries – Regular | 001-710-512100-572 | \$805,477 | -\$49,500 | \$755,977 |
| Professional Services – Misc. | 001-710-531190-572 | \$ 38,500 | \$49,500 | \$ 88,000 |

ATTACHMENTS:

1. PSC2026-2 - Contract
2. JKS Proposal
3. Interdepartmental Budget Transfer Notification