



## PARKS AND RECREATION

**To: Mayor and Town Council**

**From: Dan Baker, Director of Parks and Recreation**

**Through: Mario Canizares, Town Manager  
Robyn Battle, Executive Director**

**Re: Professional Services Agreement – Gray Event Management**

**Town Council Meeting – February 13, 2024**

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### **Agenda Item:**

Consider and act upon approval of a Professional Services Agreement between the Town and Prosper and Gray Event Management for recreation program instructor services; and authorizing the Town Manager to execute documents for same.

### **Description of Agenda Item:**

As part of the programming objectives for the Recreation Division, different programs and classes are offered to the community throughout the year. For these programs to run successfully, Town staff hire instructors to teach the classes. Before entering into a contract with these professionals, different factors are taken into consideration. As part of the Professional Services Agreement, the instructor agrees to retain a portion of the revenue and the remainder of the revenue is retained by the Town. There are varying percentages used, based on the type of program and supplies either provided by the Town or the instructor.

Per the Town's joint use agreement with Prosper ISD, instructional tennis classes are hosted at the Reynolds Middle School tennis courts, at no cost to the Town. This agreement also granted the Town the right to charge third parties a reasonable fee for participation in the recreational activities. The Town offers a tennis program for ages 5 through 14 and adults. These programs are run throughout the calendar year during the evening and Saturday mornings. Per this Professional Services Agreement, the Town agrees to retain 30 percent (30%) of the total revenue collected during the registration process. In FY 2022-2023, Gray Event Management collected \$69,567 from the registrants for services provided, generating \$29,814 in revenue for the Town. Due to the increased offerings and advertising, Town staff anticipates an increase this fiscal year.

This item was presented to the Parks and Recreation Board during their February 8, 2024, meeting. The Board recommended moving forward with the entity.

### **Budget Impact:**

Town staff estimates the amount of revenue collected by Gray Event Management to be \$65,000 in FY 2023-2024, generating approximately \$29,000 in revenue for the Town. The \$65,000 will be funded from the Recreation Activities Account 100-5995-60-03.

**Legal Obligations and Review:**

Terrence Welch of Brown & Hofmeister, L.L.P., has approved the attached documents as to form and legality.

**Attached Documents:**

1. Professional Services Agreement

**Town Staff Recommendation:**

Town Staff recommends approval of a Professional Services Agreement between the Town and Prosper and Gray Event Management for recreation program instructor services; and authorizing the Town Manager to execute documents for same.

**Proposed Motion:**

I move to approve a Professional Services Agreement between the Town and Prosper and Gray Event Management for recreation program instructor services; and authorizing the Town Manager to execute documents for same.