



PARKS AND RECREATION

To: Mayor and Town Council

From: Dan Baker, Director of Parks and Recreation

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

Re: Professional Services Agreement

Town Council Meeting – June 13, 2023

Agenda Item:

Consider and act upon approval of a Professional Services Agreement with Gray Event Management for recreation program instructor services.

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 of the total revenue collected during the registration process. In FY 2021-2022, Gray Event Management collected \$37,468 from the Town for services provided, generating \$11,240 in revenue for the Town. With increased offerings and advertising, Town staff anticipates the revenue collected to increase.

Budget Impact:

Town staff estimates the amount of revenue collected to be \$50,000 in FY 2022-2023, generating approximately \$15,000 in revenue for the Town.

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 with Gray Event Management for recreation program instructor services.

Proposed Motion:

I move to approve a Professional Services Agreement with Gray Event Management for recreation program instructor services.