



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 – Can Do Racquet Sports

Town Council Meeting – January 28, 2025

Strategic Visioning Priority: 4. Provide Excellent Municipal Services

Agenda Item:

Consider and act upon approval of a Professional Services Agreement with Can Do Racquet Sports 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 either Reynolds, Rogers or Rushing 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 previous years, the Town was contracted with Gray Event Management for these programming services. In FY 2023-2024, total program revenue brought in was \$101,082. The Town paid the instructor \$70,757 (70%) and retained the remaining \$30,325 (30%). Can Do Racquet Sports will offer the same services to the Town.

Budget Impact:

Town staff estimates the amount of revenue collected from program registrations to equal approximately \$112,000 in FY 2024-2025. Per the proposed agreement \$78,400 (70%) will be paid to Can Do Racquet Sports, leaving \$33,600 (30%) in net revenue for the Town. The \$78,400 will be funded from the Recreation Activities account 16063010-52800. The \$33,600 in revenue will be applied to the Parks Program Fees account 16061010-42030.

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 the Town Council approve a Professional Services Agreement with Can Do Racquet Sports for recreation program instructor services.

Proposed Motion:

I move to approve a Professional Services Agreement with Can Do Racquet Sports for recreation program instructor services.